

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 751.22 - VIDEO MONITORING SYSTEM ON SCHOOL BUSES

- A. Parents/guardians will be notified once a year that video cameras are being used on the buses, and a sign will be placed at the front of each bus indicating that video cameras may be present. Such notification will be included with distribution of individual bus route information sent to each bus rider.
- B. Only the building principals, bus drivers, deans, directors, District Administrator, and Transportation Supervisor ("Authorized Personnel") will be authorized to view the digital recording for the purpose of documenting a problem and determining which student(s) may be involved. Student disciplinary action may be taken based on video documentation in accordance with School Board policies. Where consent is obtained from all parties (or, alternatively, the District is able to digitally alter the digital recording to hide the identity of other students involved in an incident), the isolated segment of the digital recording that documents the incident may be viewed by the identified student(s) and/or his/her parent(s)/guardian(s) provided the Director of Business & HR Services or District Administrator approve. Authorized Personnel shall view the digital recording with the student(s) and/or his/her parent(s)/guardian(s) and document the date and names of all individuals viewing the digital recording. A copy of such documentation will be kept on file by the Transportation Supervisor and sent to the District Administrator at the end of each school year.
- C. The digital recording will not be available for viewing by the public in general, the media, or other individuals. The District Administrator or designee may authorize the individuals such as a school counselor or school psychologist to view segments of a specific digital recording if such individuals are working with the student(s) because of a behavioral, emotional, or learning problem and viewing the digital recording is beneficial to their role in assisting the student(s). A log will be kept of the date and names of the individuals viewing the digital recording. A copy of such documentation will be kept on file by the Transportation Supervisor and sent to the District Administrator at the end of each school year.
- D. Any release for reuse of any digital recording must be pre-authorized by the District Administrator.
- E. Digital recordings shall be retained by the District for a period of 30 days when practical.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): March 14, 2005; December 20, 2010; May 11, 2015

REVIEW DATE(S):

CROSS-REFERENCE: Policy 251.22 Video Monitoring System on School Buses

LEGAL REFERENCE: Section 118.125 Wisconsin Statutes
Section 118.13 Wisconsin Statutes
Section 120.13(1) Wisconsin Statutes
Section 121.52(2) Wisconsin Statutes