

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

PROPERTY  
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## VIDEO MONITORING SYSTEM ON SCHOOL BUSES

The Hortonville Area School District approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. All monitoring devices shall be installed in accordance with all applicable state and federal regulations.

### **Implementation:**

- 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. The building principals, District Administrator, or Transportation Supervisor may request that the video camera be in operation on a specific bus on designated dates.
- B. Only the building principals, District Administrator, and Transportation Supervisor will be authorized to view the videotape for the purpose of documenting a problem and determining which students may be involved. Disciplinary action may be taken with students based on a video documentation in accordance with School Board policies. The isolated segment of the videotape that documents the incident may be viewed by the identified student(s) and/or his/her parent(s)/guardian(s). The building principals, District Administrator, or Transportation Supervisor will view the videotape with the student(s) and/or his/her parent(s)/guardian(s) and document the date and names of all individuals viewing the videotape. A copy of such documentation will be sent to the District Administrator.
- C. The videotape 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 guidance counselor or school psychologist to view segments of a specific videotape if such individuals are working with the videotaped student(s) because of a behavioral, emotional, or learning problem and viewing videotape 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 videotape. A copy of such documentation will be sent to the District Administrator.
- D. If there are no reported bus problems pertaining to the date a videotape was recorded, the Transportation Supervisor will erase or may reuse the videotape after ten (10) school days. Final release for reuse of any videotape held for the purpose of documenting a problem will be authorized by the District Administrator.