

## 711 VIDEO RECORDING ON SCHOOL BUSES

### I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students **and employees** on the bus is a significant factor in the safety and efficiency of school bus transportation. Student **and employee** misbehavior increases the potential risks of injury. Therefore, the school district believes that video **recording** ~~taping~~ student passengers **and employees** on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video **recording** ~~surveillance~~ system.

### II. GENERAL STATEMENT OF POLICY

#### A. Placement

1. ~~Crosby-Ironton School District #182 and Crosby-Ironton Transportation, Inc. will use digital video surveillance equipment in school buses for the purpose of monitoring the behavior of students.~~

**Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.**

2. ~~Crosby-Ironton Transportation, Inc. will purchase and install a digital video surveillance system for all regular route buses operating under the transportation contract. The system will be specified by Crosby-Ironton Transportation, Inc. to assure one district wide system that is consistent. The digital video surveillance will be used to support the bus driver's report and to enforce the consequences of this policy, Policy 709 and Policy 506.~~

**A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.**

3. **Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.**

B. Use of Video Recordings

1. A videotape recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A videotape recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.
3. ~~The digital recordings will be viewed only by Josh and/or Tasha Schiffler of Crosby Ironton Transportation, Inc. (and/or designee), the principal of the school building (and or designee), bus driver and school police liaison officer or other appropriate law enforcement agencies. Any digital recordings that reveal unlawful actions may be brought to the attention of law enforcement agencies. Whenever a parent or guardian disputes or challenges a bus discipline report, and their child was recorded, it will be the responsibility of Crosby Ironton Transportation, Inc. to review the recording. The recording will be used by Crosby Ironton Transportation, Inc. to assist in determining whether or not the incident actually occurred and if so, the severity of the incident. Neither the student nor the parent/guardian of the student that has been recorded will be allowed to view the recording, in accordance with data privacy laws, unless the student is the only subject on the recording or Crosby Ironton Transportation, Inc. has obtained written permission from the parents/guardians of all other students on the recording in question. Upon written request, Crosby Ironton Transportation, Inc. will provide a written summary of the recorded incident(s) to the parents/guardians of the student pictured on the recording.~~

Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.

4. ~~Crosby Ironton Transportation, Inc. will be responsible for the security of the digital video equipment and for the handling of recordings.~~

A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

*[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]*

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
Minn. Stat. § 138.17 (Government Records, Administration)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)  
MSBA Service Manual, Chapter 2, Transportation