

ELECTRONIC SURVEILLANCE DEVICES ON SCHOOL BUSES - Regulations  
8414.4-R

The following regulation will govern the use of video cameras on school buses:

1. Electronic surveillance devices will be used on school buses transporting students to and from school or extracurricular activities at the discretion of the Transportation Supervisor.
2. Staff and students are prohibited from tampering or otherwise interfering with electronic surveillance device equipment.
3. The district will notify students, their parents or guardians, and staff at the beginning of each school year that electronic surveillance devices may be used on school buses transporting students to and from school and extracurricular activities.
4. Recordings will be maintained as long as the district deems it necessary to do so.
5. The district will comply with the provisions of federal law regarding student records requirements as applicable in the district's use of the recordings. Recordings considered for retention as part of a student's record will be maintained in accordance with established student record procedures governing access, review, and release of student and other school district records.
6. All recordings will be stored and secured to avoid tampering and ensure confidentiality.
7. A written log will be maintained of the date the recording was made, the vehicle number, name of driver, the date of viewing, and the signature of the viewer.
8. Recordings will be stored for five days after initial recording, whereupon such recordings may be released for erasure. Recordings held for review of student incidents or for other purposes deemed appropriate by the district will be maintained in their original form pending resolution. Recordings then will either be released for erasure or kept as necessary as part of the student's or other school district record in accordance with established district procedures.
9. Review of recordings will be conducted by the Transportation Supervisor and the Building Principal or his/her designee.
10. Viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administrative offices.

Date of Board Adoption: November 8, 2011  
Johnson City Central School District, Johnson City, New York