

SCHOOL DISTRICT OF BAYFIELD
VIDEO CAMERA USE ON BUSES

The School District of Bayfield authorizes the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus.

Parents will be notified once a year via the district's newsletter that video cameras are being used on the buses. A sign will also be placed at the front of each bus indicating that video cameras are being used on the buses.

The Director of Transportation shall determine the rotation as to which bus a video camera shall be located, and maintain a log which includes the date, bus number and driver. Bus drivers do not need to be informed as to which bus a video camera is operating. The bus contractor and individual drivers may request that the video camera be on a specific bus on designated dates.

Access to and use of videotapes from buses shall be limited as follows:

1. Only school administration, bus contractor, and drivers shall be authorized to view the videotape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with students based on a video documentation.

A student being disciplined based on the viewing of a videotape recording and/or his/her parent(s) may view that isolated segment of the videotape that documents the incident for which the student is being disciplined. Building principals shall view the videotape with the student and/or parent(s) and document the date and the names of all individuals viewing the tape.

2. The videotapes shall not be available for viewing by the public in general, employees in general, media or other individuals. The school administrators may authorize other individuals such as the guidance counselor, school psychologist, social worker, or other to view segments of a specific videotape, if:
 - a. such individuals are working with the student on the videotape because of a behavior, emotional or learning problem, and
 - b. viewing the videotape is beneficial to their role in assisting the student.

A log shall be kept on the date and names of the individuals viewing the videotape.

APPROVED: December 8, 1997