

## **SCHOOL DISTRICT OF IOLA-SCANDINAVIA**

**752.21**

### **USE OF VIDEO SURVEILLANCE ON SCHOOL BUSES**

The safety and welfare of student riders is the first consideration in all matters pertaining to transportation. The Iola-Scandinavia School District believes that video camera use on buses helps to deter and identify behavior that needs to be addressed for purposes of providing an orderly and safe bus. Therefore, the use of video cameras on district routes and co-curricular trips shall be governed by the following procedures:

1. The video cameras and recordings are the exclusive property of the Iola-Scandinavia School District.
2. Placement and removal of video surveillance cameras on buses will only occur under the direction of the District Transportation Director in consultation with the District Administrator.
3. Parents/guardians will be notified once a year that video cameras are being used on the buses, and a sign shall be placed at the front of each bus indicating that video cameras are being used on that bus.
4. Only the District Transportation Director, building administrators, District Administrator, and individuals authorized by a building administrator or the District Administrator shall be authorized to view the recordings for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken based on a video documentation.
5. A student being disciplined based on the viewing of the recording, and/or their parent(s)/guardian(s), may view the isolated segment of the recording that documents the incident they are being disciplined for unless the District determines that allowing a particular viewing would violate state or federal law. The District Transportation Director and/or the Building Administrator(s) shall view the recording with the student and/or parent(s)/guardian(s) and document the date and names of the individuals viewing the recording.
6. Recordings shall not be available for viewing by the public in general, employees in general, media, or other individuals. To the extent permitted by law, the District Administrator, Building Administrator(s), or District Transportation Director may authorize other individuals to view segments of a specific recording if such individuals are working with the student(s) because of a behavior, emotional, or learning problem and viewing the recording is beneficial to their role in assisting the student(s). Documentation of the date and name of all individual(s) viewing the video shall be kept.
7. If the District Administrator, Building Administrator(s) or District Transportation Director decide that a recording may involve a violation of a state or federal law, the appropriate authorities may view the segment as applicable laws apply.
8. If there are reported incidents pertaining to the date of a recording, the recording may be erased or reused after five (5) student school days or ten (10) calendar days, whichever occurs first.

**LEGAL REF:**

**CROSS REF:**

**APPROVED:** August 14, 2017