

## **Students**

### **Administrative Procedure – Electronic Recordings on School Buses**

#### Review of Electronic Recordings

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video an/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator, including the School Principal, transportation director, bus driver, and coach or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

#### Notice of Electronic Recordings

Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

Approved January 15, 2009