

## **VIDEO CAMERAS ON TRANSPORTATION VEHICLES**

The Ellsworth School Committee (ESC) recognizes the Ellsworth School Department's (ESD) continuing responsibility to maintain order on ESD vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the ESC supports the use of video cameras on ESD vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school, extracurricular activities, and field trips.

When the resulting video tapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the tape pertaining to the alleged violation. Students in violation of ESD discipline/conduct codes shall be dealt with in accordance with established ESC policy, administrative procedure and/or established school practices.

Notice of use of video cameras for disciplinary purposes in ESD vehicles will be provided to all students, parents and staff in appropriate handbooks on an annual basis.

Any recording used in a disciplinary proceeding will be retained as part of a student's disciplinary record, and will be disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the ESD will comply with all applicable provisions of state and federal law concerning student records.

The Superintendent will be responsible for the development of administrative procedures regarding review of video recordings made on ESD vehicles. Such procedures will provide a process for review when significant violations of the student discipline/conduct code occur. Procedures will also address the retention of video tapes, the security of video cameras and recordings, specifying the ESD official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras on ESD vehicles, requests to view and any necessary follow-up.

Cross Reference:       JRA – Student Records

Adopted:               **October 1994**

Revised:               **April 16, 2002** (per MSMA revision)  
                              **November 7, 2006** (formatting, grammar only)