

SECTION: OPERATIONS

TITLE: SCHOOL VIDEO/AUDIO SURVEILLANCE

ADOPTED: May 10, 2010

REVISED: January 10, 2011

FOX CHAPEL AREA SCHOOL DISTRICT

810.2. SCHOOL VIDEO/AUDIO SURVEILLANCE	
1. Purpose	The Board recognizes the need to maintain proper standards of conduct for the safety of students who ride district buses and attend schools. The use of a video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior; preventing violation of bus rules, school rules, regulations, district policies and Pennsylvania law; and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters.
2. Authority SC 510	The Board determines the eligibility of students for bus transportation and establishes rules, regulations and guidelines.
3. Delegation of Responsibility	<p>The Superintendent, or designee, shall be responsible for the oversight of the video system and video/audio media. The Superintendent, or designee, shall oversee the routine procedures necessary to provide for videotaping of each bus and of each school.</p> <p>The Superintendent, or designee, shall develop guidelines for the recording and use of the videos.</p>
4. Guidelines	<p>The actual taping may include audio or video, or both.</p> <p>Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time. Notification to parents/guardians will be made through school district publications, the district web site, letters, and visible notice on all buses and buildings equipped with audio language, providing notice that audio, as well as video, inception is occurring on the bus and at district buildings.</p> <p>The Superintendent, or designee, shall have the authority to determine the district's monitoring needs.</p> <p>The Superintendent, or designee, shall review the video/audio media randomly, as well as in response to alleged improper conduct. If no such incidences are reported, the video/audio media may be erased and recycled. If an incidence is detected on tape, the tape will be preserved.</p>

Video/Audio media may be viewed only with the proper authorization of administrative personnel. All requests must be made through the Superintendent or designee.

The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/Audio media are not intended for general viewing by a student, employee, parent/guardian, or the public and shall not be made available for general viewing purposes; nor are the video/audio media intended to relieve bus drivers or other district personnel of their responsibilities for submitting disciplinary reports. Bus drivers and district personnel may view the video/audio media for the purpose of drafting conduct referrals, only with the Superintendent or designee in attendance.

In the event of use, or proposed use, of a video/audio media in connection with a disciplinary proceeding, confidentiality considerations shall be enforced. Only those relevant portions of the video/audio media shall be subject to review and/or admitted into evidence. The video/audio media may be subject to review and release, if duly requested by police, other members of law enforcement, or other individuals, pursuant to a subpoena or as required by law.

Staff and students are prohibited from tampering, or otherwise interfering with, video/audio media, camera equipment, and/or any records related to bus or school monitoring and/or this policy.

References:

School Code – 24 P.S. Sec. 510

Wiretap and Electronic Surveillance Act – 18. Pa. C.S.A. Sec. 5704

Vehicle Code – 75 Pa. C.S.A. Sec. 102

Board Policy – 113.4, 216, 218, 805.1, 810