

USE OF VIDEO MONITORING SYSTEMS ON SCHOOL BUSES

To improve the monitoring and regulation of student behavior on school buses, the West Salem School District has installed video cameras on school buses. All cameras and camera boxes shall be installed and operated in strict conformance to this policy. All information obtained from video cameras shall be used in strict confidence according to the following guidelines:

1. All monitoring devices shall be installed in accordance with all applicable state and federal regulations.
2. The decision to view a tape, for any reason, rests with any of the following: Transportation Director, Superintendent of schools, school principal or assistant principal. Under no other circumstances is any other individual, staff member or non-staff member, permitted to view a surveillance tape, without the expressed written permission of the superintendent.
3. Any disciplinary action arising from administrative review of a surveillance tape shall be in accordance with district policy and state statutes.
4. Tapes used for disciplinary purposes shall remain under the control of the building administrator involved in the case. The tape shall be kept in a secure locked place until all disciplinary appeals have been exhausted, but not less than one year after the appeal.
5. The superintendent of schools/designee shall handle any release of copies of the aforementioned tapes to any individual, organization or agency. Original tapes may not be released.

APPROVED: February 28, 2005
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