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| <p><b>SAU41 Governing Board</b><br/><b>Policy ECAF – AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES</b></p> |
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**I. PURPOSE**

The Board authorizes the use of video recording equipment (i.e. cameras) by the district on school buses to assist in providing a safe and secure environment for all passengers. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2(k)(1).

**II. PROCEDURE**

1. **Communication/Notice** – Notice of this policy shall be given annually in student/parent handbooks accompanied by the Family Education and Privacy Act (FERPA) statement. The presence of recording equipment on a bus/vehicle shall be clearly labeled by signage displayed prominently on that bus/vehicle; stating that students are subject to being recorded on the school bus at any time in accordance with the provisions of RSA 570-A:2(k)(1).

2. **Confidentiality** – All recordings are to be considered confidential. The Governing Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings. The Business Administrator will conduct periodic audits to ensure that the recordings are being handled in accordance with this policy.

3. **Retention** - The digital recordings will be stored for a period not to exceed ten (10) school days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding. After 10 school days the digital recording will be overwritten by newer recordings and/or erased.

4. **Viewing** - All requests by parents/legal guardians to view recordings must be made in writing to the SAU Transportation Coordinator. Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Governing Board or its agents
- Business Administrator
- Transportation Contractor
- Law Enforcement Officers

All parents/legal guardians, whose children ride the route in question, may request a viewing with the intent to observe a specific problem or incident in an effort to work toward a resolution of that problem or incident.

5. **Custody** – Recordings shall be stored in a secure location by the appropriate official designated by the Superintendent. All recordings are to be locked in cameras while in operation on the school bus and the custody of these recordings shall not be delegated to any bus/vehicle driver.

**Legal References:** RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

First Reading: November 15, 2011

Second Reading: November 5, 2012

Third Reading: December 11, 2012

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