

Category: Optional

I. PURPOSE

The Board authorizes the use of video recording equipment (i.e. cameras) by the districts 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 or their designee may 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 have recordings viewed must be made in writing to the Superintendent. Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent or their designee:

- Superintendent or designee
- Building Administrators
- Transportation Contractor
- Investigators or attorneys retained by the District
- Law Enforcement Officers

The Superintendent is authorized to consult the District's attorney relative to the use and retention of an audio and video recording either generally or in reference to a particular occurrence.

5. Student Records

In the event an audio or video recording is used as part of a student discipline proceeding, such recording may become part of a student's educational record. If an audio or video recording does become part of a student's education record, the provisions of the individual district's Policy JRA shall apply.

6. 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
34 C.F.R. Part 99, Family Education Rights and Privacy Act Regulations

1st Reading: November 15, 2011

2nd Reading: November 5, 2012

3rd Reading: December 11, 2012

Amended and Adopted: December 11, 2012

1st Reading: February 4, 2020 (as amended)

2nd Reading: October 13, 2022 (as amended)