

Audio and Video Surveillance on School Buses

To assist in providing a safe and secure environment for all passengers, the Ashland School Board authorizes the use of video and audio recording devices (hereinafter referred to as recording) by the District on any or all buses or other vehicles (hereinafter “bus”) used to provide transportation for District students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings in accordance with the requirements of this Policy.

Notification

- A. The presence of video and audio recording devices on a bus shall be announced by signage displayed prominently on the bus in accordance with the requirements of RSA 570-A:2, II(k).
- B. The District shall provide notice of this Policy annually to students and parents in the student/parent handbooks.

Confidentiality

All recordings are considered confidential and shall be viewed only by those individuals authorized in this Policy for the purposes set forth in this Policy.

Authorization for Viewing Recordings

- A. A recording shall only be viewed if the District receives a report of an incident or complaint about conduct on a bus.
- B. All requests to view recordings must be approved by the Superintendent or designee.
- C. The following individuals are authorized to view the recordings:
 - Superintendent or designee
 - Transportation Coordinator
 - Transportation Carrier Representative
 - Building Principal
- D. When necessary, the Superintendent may authorize individuals not specified in Section C above to view recordings.
- E. The Superintendent or designee shall maintain a log of the dates and names of all individuals who view the recording.
- F. Recordings used as part of disciplinary investigations or other proceedings shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act (“FERPA”). If a recording does become part of a student’s education record, the provisions of Policy #JRA, Notification of Rights Under FERPA shall apply as well as the restrictions set forth in Section G below.
- G. Review and use of the recording is limited by RSA 570-A:2, II(k). Specifically, the recording shall only be viewed when there has been a report or complaint relative to conduct on the bus and only that portion of the recording which is relevant to the incident or complaint shall be reviewed. Parents/legal guardians of any student against whom a recording is being used as part of a disciplinary proceedings shall be permitted to listen to the portion relevant to the incident.
- H. For cases involving law enforcement or court requests to review the recordings, the Superintendent or designee will review the case and decide on the response to the request based upon federal and

state laws and this Policy. The Superintendent is authorized to contact the District's attorney for a legal opinion in the event of such a request. The Superintendent or designee will release only a copy of the recording, and the Superintendent or designee will maintain the original recording pending the outcome of the law enforcement or court action.

Custody, Storage and Retention of Recordings

- A. All recordings are the property of the Ashland School District and shall be maintained in accordance with this Policy.
- B. After a recording has been made, the District's transportation carrier will retain the recording in a secure location for a period of ten (10) school days.
- C. After ten (10) school days, the District's transportation carrier shall erase and reuse the recording media.
- D. Recordings requested by an authorized District official (the Superintendent or designee, Principal, or the District's transportation coordinator) will be provided to and be retained by the District pursuant to federal and state laws, and this Policy.
- E. The District may use recordings in discipline of students. The recordings shall be retained by the District until the final resolution of any discipline, including the time for appeal or a court ordered retention period.
- F. Recordings provided to the District that are not used for discipline, will be erased and the recording media reused at the direction of the Superintendent or designee.

Legal References:

NH RSA 189:15; 193-F:3; and 570-A:2, II(k)
20 U.S.C. § 1232g – FERPA

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