

751.21 USE OF ELECTRONIC SURVEILLANCE TECHNOLOGY ON SCHOOL BUS

The Wisconsin Rapids School District authorizes the use of surveillance cameras to record student conduct on school buses for the primary purpose of deterring discipline problems, vandalism, and/or other illegal activities. This will allow the driver to focus on driving the bus, and help to provide a safe and positive experience for students riding the bus.

Parent(s) guardian(s) shall be notified once a year via the school bus rules and regulations that surveillance technology may be used on the buses, and a sign shall be placed at the front of each bus indicating that surveillance technology may be used on the bus.

The Director of Business Services or his/her designee shall determine when and on which bus surveillance equipment shall be located. The manager of the bus company shall maintain a log to include the date, bus number, and bus driver's name. The decision to use surveillance equipment on a bus shall be made only when there is a need to do so. Bus drivers do not need to be informed which bus has surveillance equipment in operation. Individual drivers and principals may request that the surveillance equipment be placed on a specific bus on designated dates. Parent(s)/guardian(s) may contact the Director of Business Services or his/her designee and request that surveillance equipment be utilized on a specific bus; such requests shall be in writing and include a valid reason.

Only the Director of Business Services or his/her designee, bus company employees, principals, and superintendent or designee shall be authorized to view the video recording for the purpose of documenting a problem, and determining which students may be involved. Disciplinary action may be taken with students based on surveillance equipment documentation. Students may be disciplined based on the viewing of surveillance equipment recordings. Adult students and their parents(s)/guardian(s) of minor students, may view an isolated segment of the recording that documents the incident for which a student is being disciplined. The Director of Business Services or building principal(s) shall view the surveillance equipment recording with the adult student and/or parent(s)/guardian(s) and document the date and the names of all individuals viewing the recording.

The District reserves the right to introduce a surveillance equipment recording at any disciplinary hearing involving student misconduct or rule violations on the school bus, but only as permitted under applicable Wisconsin and federal law.

The surveillance equipment recordings shall not be available for viewing by the public in general, employees in general, or media. The principals or superintendent may authorize other individuals, such as the guidance counselor, school psychologist, social worker, or law enforcement to view segments of a specific surveillance equipment recording, if such individuals are working with the student observed on the recording due to a behavioral, emotional, or learning problem, and viewing the recording is beneficial in assisting the student and/or deterring criminal activity. A log shall be kept of the date and names of the individuals viewing the recording.

The following procedures apply to the viewing of surveillance equipment recordings by adult students and the parent(s)/guardian(s) of minor students when the recording provides a basis for student discipline:

1. Adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the recording along with a school administrator or authorized school staff member. Minor students cannot view the recording. Parents/guardians of adult students may be allowed to view

the recording without the adult student's written consent if the adult student is a dependent of his/her parent/guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.

2. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student's parent(s)/guardian(s) will be able to view the recording unless:
 - a. the recording can be edited or altered so as to render all other students unrecognizable, or;
 - b. written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.

If there are no reported incidents pertaining to the date a video was recorded, the media containing the video may be erased or reused after ten (10) student school days.

LEGAL REF.: Section 118.125(2)(b) Wisconsin Statutes
 120.12(1)
 121.52(2)

CROSS REF.: 347 – Student Records
 347 Rule – Guidelines for the Control and Maintenance of Student Records
 731.2 – Use of Electronic Surveillance Technology in Public Areas of School
 Buildings and Property

APPROVED: December, 1995

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