

USE OF VIDEO CAMERAS ON SCHOOL PROPERTIES

The School District of New Berlin will install and may use video cameras on school property primarily for the purposes of establishing and maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism and for enforcing school rules. Video cameras may be used in any place on school premises where public, students and staff have no reasonable expectation of privacy, including, but not limited to, entrances, hallways, stairwells, classrooms, cafeterias, gymnasiums, libraries, athletic fields, parking lots and school buses. Video cameras will not be used in any area where the public, students and staff have a reasonable expectation of privacy, such as, restrooms, locker rooms, health rooms, private offices and private conference/meeting rooms.

The placement of the video cameras is for the purpose of assisting with issues related to discipline, safety and security. The video cameras will not be continuously monitored or used to monitor or record audio (i.e. conversations), except when specifically authorized by the district administrator and only in compliance with state or federal law. Only individuals authorized by the district administrator or building principal may view video recordings.

Students or others found to have violated board policies or school rules shall be subject to discipline in accordance with established policies and procedures. Should a video recording become a part of a student disciplinary action, the recording will become part of the student's behavioral record consistent with the rules and procedures related to student records. The school district reserves the right to provide copies of video recordings to law enforcement agencies as it deems appropriate.

USE OF MONITORING DEVICES ON SCHOOL BUSES

The Board of Education approves the use of monitoring devices on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safe transportation of students.

Parents/guardians of transported students shall be notified once per year that monitoring devices are being used on the buses and a sign shall be placed at the front of the bus indicating to student riders that a video camera may be in operation.

The bus contractor shall determine the rotation of the monitoring device and will maintain a log of monitoring device usage with dates, bus numbers and drivers. It shall not be required that bus drivers be informed on which bus the monitoring device is operating. Individual drivers and parents/guardians may request that the monitoring device be placed on a specific bus on designated dates; the decision to do so being made by the bus contractor. The bus contractor shall place a monitoring device on a specific when requested by administration.

District-owned and operated buses shall have the monitoring devices on at all times while the bus is in use.

A log shall be kept of the date and names of individuals viewing the video tape.

All information obtained from monitoring devices shall be used in strict confidence according to the following guidelines:

1. Monitoring devices shall be installed in accordance with all applicable federal, state and local regulations.
2. Approval to review recorded data shall be made by the Director of Buildings and Grounds in conjunction with the building principal

3. Any disciplinary action arising from review of recorded data shall be in accordance with established policy and procedures and state and federal regulations.
4. Recorded data used for disciplinary purposes shall remain under the control of the district. A record shall be kept documenting the case, the date and the names of all permitted individuals reviewing the recorded data.
5. If there are no bus problems pertaining to the date a videotape was taped, the video tape may be erased after 10 school days.

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