

## **POLICY 5131.111(a)**

Students

Conduct

Video Surveillance

The Board of Education recognizes the District's responsibility to maintain a safe, secure and respectful climate and culture in our school classrooms, athletic fields, and school buses. The Board also desires to afford students and staff privacy in respect to the records maintained by the District. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. The students and staff of the District recognize that their security and safety depends upon the capacity of the district to maintain order, discipline, control building access, and that a certain amount of restraint upon the activities of students and building visitors is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the District's duty to maintain order, discipline, safety and security finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The District shall notify its students, staff and the public that video surveillance may/will occur on any school property or on any transportation vehicle. The District shall incorporate said notice, in such places as, but not limited to, in the student handbook, transportation handbook, staff handbook and District website;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the Director of Finance and Management. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building administrator or the Residency and School Safety Coordinator;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the District including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

Legal Reference: Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

**NOTICE 5131.111**

MANCHESTER PUBLIC SCHOOLS  
Manchester, Connecticut

#### NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF VIDEO RECORDERS ON SCHOOL BUSES

Video cameras will be in use on school buses as part of the district's comprehensive approach to providing and maintaining a safe student transportation system. Video recordings shall be reviewed on a routine basis by the building principal or assistant principal to investigate incidents of misconduct. Students found to be in violation of the district's student discipline policies and bus conduct rules, as contained in the Manchester Public Schools Policy Manual, and/or the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the district's student discipline policies.

Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Recordings shall remain in the custody of the school district;
2. Parents or students over the age of 18, who wish to view a video recording in response to disciplinary action taken against a student may request such access under the procedures set out in the Student Records Management policy of the district;
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.