



I. Purpose

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students, employees and/or contractors on the bus is a significant factor in the safety and efficiency of school bus transportation. Student, employee and/or contractor misbehavior increases the potential risks of injury. Therefore, the school district recognizes the role of digital/electronic recording of students, employees and/or contractors in promoting safety. The purpose of this policy is to establish a school bus digital/electronic recording system that promotes safety and protects the rights of all students, employees and/or contractors.

II. General Statement of Policy

A. Placement.

1. Each and every school bus owned, leased, contracted and/or operated by the school district may be equipped with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded. Parents will be notified before the beginning of the school year that video cameras may be used on school buses and that their students may be videotaped.
2. Digital/electronic recording devices will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Digital/electronic recording devices may be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Digital/electronic recording.

1. A digital/electronic recording of the actions of student, employee and/or contractor passengers may be used by the school district as evidence in any disciplinary action brought against any student, employee and/or contractor, arising out of the individual's conduct on the bus.

2. A digital/electronic recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.
3. Digital/electronic recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. The digital/electronic recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the digital/electronic recording is used for evidence.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. §121A.585 (Notice of Recording Device)
 Minn. Stat. § 138.17 (Government Records, Administration)
 Minn. Rules Pts. 1205.0100-1205.2000 (Data Practices)
 20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: Policy 403 – Discipline, Suspension and Dismissal of School District Employees
 Policy 406 Public and Private Data
 Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student’s Person
 Policy 506 - Student Discipline
 Policy 515 - Protection and Privacy of Student Records
 Policy 709 - Student Transportation Safety Policy
 712 Digital/Electronic Surveillance other than on Buses
 MSBA Service Manual, Chapter 2, Transportation