

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Video/Audio Monitoring

Series: E07

Reference:

Issued: 08.16.2007

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7.01 Philosophy. The Kanawha County Board of Education believes that student and employee safety are a paramount concern of the board. The Kanawha County Board of Education also believes that video and/or audio recording at school facilities, including, without limitation, the central office, schools, school buses and school bus terminals, increases student and employee safety, as well as helping safeguard board property.

7.02 Policy. The Kanawha County Board of Education approves the use of Digital or Analog Video/Audio Recording Systems, Global Positioning Systems, and/or Student Tracking Systems on school buses and use of video monitoring systems at schools and other board owned facilities for the purposes of:

- Reducing disciplinary problems.
- Reducing vandalism and theft.
- Providing observations to assure that proper safety procedures are followed.
- Protecting employees and/or students from fraudulent or mistaken allegations.
- Improving security.
- Providing for safer transportation for the general well being of students and employees.

Audio recordings are only permitted under those circumstances in which the individuals being recorded would not have a reasonable expectation that their conversation was private.

7.03 Notification. Parents shall be notified once a year that Digital Video Recording, Global Positioning Satellite, and/or student tracking systems may be used on the buses. A sign shall be placed at the front interior of each bus indicating these systems are being used.

7.04 Access to Recordings. Only the transportation supervisors, school bus supervisors, the bus driver, bus driver's principals, and

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district administrators, shall be authorized to view these systems for the purpose of documenting a problem, and/or determining which employees and/or students may be involved. Disciplinary action against employees and/or students may be taken based on observations and/or appropriate documentation.

7.05 Maintenance. Electronic technicians, mechanics, crew leaders, driver clerks or approved designees may operate these systems for the purposes of helping to assure the systems are operating properly. An inspection form shall be developed for recording these inspections at least once every other month and/or revised as needed.

7.06 Student Discipline. A student being disciplined based on the viewing of these systems, and/or their parent(s), may view that isolated segment of the observation that documents the incident for which they are being disciplined. If the alleged misconduct occurred on a school bus, the bus driver and/or bus monitor shall be advised when a parent and/or student will be viewing one or more of these systems and may be present.

7.07 School Bus Operator Observation. The National Transportation Safety Board in Washington, D.C. reports that “videotapes can also be used to observe driver behavior and to educate drivers on proper actions, as necessary. Without an evaluation program in place, the school district had no proactive means of identifying drivers who were operating their buses in an unsafe manner.” Therefore, Transportation Supervisors will be required to make a minimum of two (2) DVR System observations of each driver and/or aide to assure that proper safety procedures are being followed. An observation form for this purpose shall be developed and revised as needed.

7.08 These monitoring systems shall not be available for viewing by the public in general, employees in general, media, or other individuals unless authorized by the superintendent. The principals or district administrators may authorize law enforcement officers to view and/or copy video/audio segments when it is beneficial to their investigation of wrong doing on the part of students and/or adults. Other individuals, such as guidance counselors, school psychologists or social workers, may be authorized to view segments of a specific DVR system, if such individuals are working with the student on the

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DVR because of behavior, emotional, or a learning problem, and viewing the DVR is beneficial to their role in assisting the student.

Copies of the video/audio system or other system documentation will be maintained where such video provides information concerning bus accidents, student behavior, vandalism or employee problems. If there are no such problems these systems will continue recording, erasing the oldest recorded sections on the systems.