

## **USE OF VIDEO CAMERA(S) IN THE SCHOOL BUS FLEET**

### **Lansing School District/Ingham Consortium Policy and Guidelines**

The Lansing School District in partnership with the Ingham Transportation Consortium approves the use of video cameras on all school buses for the purpose of improving student safety. This will allow school district and transportation staff to review alleged disciplinary incidents and/or vandalism which might occur on a bus.

- A driver's main focus is to safely operate the bus.
- If an incident occurs, the driver must be able to safely secure the vehicle then address the situation.
- Video recording is for follow-up to help explain or clarify an incident.
- Incidents which may require viewing of the video must be raised to the students' building principal within 3 transportation days after an alleged incident.
- The building principal will notify the Dean Transportation supervisor who will in turn hold that portion of the video until such time the alleged incident has been investigated.
- Only the transportation supervisor, bus driver, principal, and designated district administrator(s) shall be authorized to view the video in order to determine who may have been involved in the incident.
- Disciplinary action may be taken based on the video documentation.
- Without a specific allegation of an incident on an identified bus pertaining to a specific date, the bus video system may write over previously recorded video.

#### **Privacy Rights**

Subject to the student privacy rights created under FERPA and the privacy laws of the State of Michigan

- Only the parents/guardians of a student who is being disciplined based on findings from the video recording will be permitted, with district approval, to view the video.
- Only an isolated segment of the video for which the student is being disciplined will be allowed to be viewed, but only to the extent that such review does not violate the privacy rights of other students.
- The transportation supervisor, building principal, or district designee shall review the video tape with the parents/guardians and shall document the date and the names of all individuals in attendance
- No third party or non-directly related participants shall be permitted to review the video without unanimous written consent of all parents/guardians of all students appearing in the video (FERPA/Attorney General Opinion 7245)
- Except as required by court order, no video shall be available for viewing by the public, district employees in general, media, or others.

The superintendent or building principal may authorize other individuals, such as the guidance counselor, school psychologist, or social worker, to review segments of a specific video, if such individuals are working with the student due to a behavioral, emotional, or learning problem, and viewing the video is beneficial to their role in assessing and assisting the student. A log shall be kept of the date and names of the individuals reviewing the video.