

<p>SC 510 Title 22 Sec. 12.3</p> <p>3. Definitions</p> <p>4. Guidelines</p> <p>5. Delegation of Responsibility</p>	<p>The School Board may adopt reasonable rules regarding student conduct, student discipline, and the protection of the school community and property.</p> <p>Audio and video monitoring equipment means equipment with audio and video recording capabilities, which is permanently or temporarily affixed at a particular location in a school bus or school building pursuant to this policy and at the direction of the Superintendent or designee.</p> <p>Public areas means all areas of school buildings and grounds other than restrooms, locker rooms, nurses’ offices, counseling rooms, and areas designated primarily for staff use.</p> <p>School bus means any motor vehicle used by the school district to transport students to or from school or school-sponsored activities.</p> <p>The School Board authorizes use of audio and video monitoring equipment in school buses that transport students and in public areas on school property. Audio and video monitoring equipment shall be located in a visible location.</p> <p>Images and sounds recorded by the audio and video monitoring equipment may be used as evidence in disciplinary proceedings conducted by the school district. Such information also may be shared with law enforcement officials, if school officials reasonably believe that it constitutes evidence of a crime.</p> <p>Subject to the limitations and purposes of this policy, and School Board approval of equipment purchases, the Superintendent or designee shall be responsible to determine the extent to which audio and video monitoring devices are used, and the type and location of all audio and video monitoring equipment.</p> <p>The Superintendent or designee shall notify students, parents/guardians and others whose actions or oral communications may be recorded that the school district is using audio and video monitoring equipment. This may include the following or other notices to the extent deemed appropriate by the Superintendent or designee:</p> <ol style="list-style-type: none"> 1. Notice posted prominently at entrances to school buses, or in common areas on school property where monitoring may occur. 2. Notice in student and staff handbooks. 3. Notice sent home with students and provided to staff at the start of each school year, and at the time any enrollment or employment begins after the start of the school year.
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4. Notice in the annual school calendar.

5. Instruction by teachers and coaches accompanying students on school buses to athletic contests or field trips not to use the school bus as a changing area.

The Superintendent or designee shall take the following precautions with respect to the review, copying or distribution of a recorded audio or video tape:

1. Tapes should not be reviewed, copied or distributed except as reasonably necessary to implement the school safety and discipline program, or for law enforcement purposes.
2. Tapes should be reviewed by or distributed to only the following persons:
 - a. Those participating in investigation or evaluation of an incident.
 - b. Those who are the subject of an investigation or evaluation of an incident (including the parents/guardians of any student) to the extent deemed appropriate by the Superintendent or designee.
 - c. Those providing professional guidance to the school district or to the subject of an investigation or evaluation to the extent deemed appropriate by the Superintendent or designee.
 - d. School Board members or others involved in a hearing or legal proceeding relating to matters recorded.
3. Anyone who reviews or is provided a tape must keep the contents confidential, except as required in connection with school district or law enforcement action relating to matters recorded.

The Superintendent or designee shall establish written procedures for the following:

1. Individuals responsible for installation, removal, and review of tapes.
2. A schedule for inspecting the operation of equipment and replacement of recorded tapes.
3. A schedule for erasing or re-recording tapes not needed in connection with an investigation or evaluation of an incident.

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| | <ol style="list-style-type: none">4. Storage and safekeeping of tapes that contain audio or video recordings, before they are erased or recorded over, including any tapes used in connection with a legal or administrative proceeding or needed as part of an official school record.5. Making a record of anyone who reviews any tape. |
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