

No. 812

SECTION: Operations

TITLE: Transportation—
Video/Audio Recording

CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: September 11, 2018

812 – TRANSPORTATION—VIDEO/AUDIO RECORDING		1
1. Purpose	The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles.	2 3 4 5 6 7
2. Definitions	The following words and phrases, when used in this policy, shall have the meaning given to them below:	8 9
75 PA. CONS. STAT. § 102	School bus – means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary, or secondary school students to or from public, private, or parochial schools or events related to such schools or school-related activities.	10 11 12 13 14 15 16
75 PA. CONS. STAT. § 102	School vehicle – means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary, or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group, and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.	17 18 19 20 21 22 23
3. Authority 18 PA. CONS. STAT. § 5704(18); 67 Pa. Code § 171.85; School Code § 510	The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes, including the safety and security of all persons on school buses, school vehicles, or District property, the protection of District property, the detection or deterrence of criminal offenses on school buses, school vehicles, or District property, the monitoring of inappropriate conduct of students or staff for disciplinary purposes, the enforcement of District policy, rules, and procedures, and protection against inappropriate conduct by others on District property.	24 25 26 27 28 29 30 31 32
18 PA. CONS. STAT. § 5704(18)	The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.	33 34 35 36 37 38 39 40

4. Delegation of Responsibility
18 PA. CONS. STAT. § 5704-(18)(iii)

18 PA. CONS. STAT. § 5704-(18)(iv); School Code § 510.2-(1)(vii)

18 PA. CONS. STAT. § 5704-(18)(ii)

The Board directs the Superintendent or his/her designee to ensure that:

1. On each school bus and school vehicle that is equipped with video and audio recording equipment, a notice shall be posted that is clearly visible informing drivers and passengers that they may be video and audio recorded.
2. This policy is posted on the District’s publicly accessible Internet website.
3. Each school year, the following statement is included in each student handbook, employee handbook, and in any other District publication that sets forth the comprehensive rules, procedures, and standards of conduct, and a copy of this Policy 812 is reproduced in the handbook or other publication:

Effective September 12, 2018, any school bus or school vehicle owned, operated, or contracted by the Catasauqua Area School District may be carrying equipment to record live audio and video on the bus at all times that the bus or vehicle is being used for a school-related purpose. You are hereby notified that a passenger or driver has no expectation of privacy in regard to the activities and statements recorded by the audio and video equipment on the school bus or school vehicle. Any such recordings can be reviewed by the school district to investigate potential violations of law or school district policy, rules, and procedures, injuries to persons, or damage to property, and may be used for disciplinary purposes in criminal or civil proceedings and any other disciplinary proceedings. These video and audio recordings are authorized by School Board Policy 812, which provides a more complete statement of the applicable rules. A copy of the complete Policy 812 is included in this handbook, and may be obtained on the School District’s public website.

5. Guidelines
Policies 207.1, 216

- A. The District shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the District’s use and disclosure of recordings made under this policy. Recordings considered part of a student’s educational record shall be maintained in accordance with established student record procedures governing access, review, and disclosure of student records.
- B. Except as required by law or authorized by this policy, video and audio recordings shall not be disclosed, and they are not intended to be available for public access and review.

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- C. Video and audio recordings may be used for any purpose authorized by law and this policy, and particularly as a basis for disciplinary action for violations of law, Board policy, and/or District rules and procedures.
- D. The Board and District Administrators may review the video and audio recordings and may use them for all lawful purposes, including but not limited to (1) investigation of misconduct and other incidents, (2) as evidence in administrative hearings (including informal and formal student hearings), arbitrations, mediations, or court proceedings, and (3) law enforcement matters. Unneeded recordings may be erased and recycled in accordance with procedures established by the Superintendent or his/her designee.
- E. All video and audio recordings may be furnished to police in regard to possible criminal violations.
- F. The use of video and audio equipment and recordings shall not place a duty on the District to regularly monitor live camera images and/or video or audio recordings, and shall not place on the District any additional duty in regard to providing safe facilities.
- G. The installation of video and audio recording equipment on school buses and school vehicles is not intended to replace the responsibility of school bus and school vehicle drivers to monitor, correct, or report student or other passenger behavior issues as required under other District policies and procedures. Drivers shall be familiar with the operation of the recording equipment and shall be responsible to report any damage or malfunction. No one may tamper with or damage the recording equipment or recordings.

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