

**DISTRICT CODE: 711  
SCHOOL BUS VIDEO CAMERA**

*Policy reflects Minnesota statute and aligns with other District 270 policies.*

**I. PURPOSE**

The purpose of this policy is to safeguard student privacy while providing for their safety and security.

**II. GENERAL STATEMENT OF POLICY**

The School Board recognizes that the use of video cameras on school buses is an important tool in the management of student safety and as an educational tool to enhance the performance of bus drivers. Student data privacy must be maintained in accordance with state statutes.

Approved: July 14, 1994

Revised: May 4, 2006, April 23, 2009, March 15, 2015

Reviewed: March 3, 2016

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**DISTRICT CODE: 711 - REGULATIONS  
SCHOOL BUS VIDEO CAMERA**

1. All buses on regular routes will be equipped with digital recorder devices and cameras. Digital recorders will be on all school buses.
2. All buses will contain a sign, conspicuously placed, notifying riders that their conversations and actions are being recorded.
3. Camera equipment will be used and maintained regularly by bus company supervisory personnel. They will not be used for purposes other than student/driver monitoring when students are being transported for the Hopkins School District.
4. A daily log will be kept of each digital video recording (DVR), noting on which buses the DVRs were taken that day. The log will be kept by the District's transportation department.
5. DVRs may be copied and a backup retained if there is evidence of behavior that the District believes may result in disciplinary or legal action. Copies will be retained until the matter is resolved.
6. All copies of DVRs, except those requested by the School District, will be kept in a locked storage compartment. DVRs requested by the School District will be kept in a locked storage area in the District Transportation Office.
7. DVRs may be requested for viewing by the transportation manager, school principal, or a bus company official. Viewing of the DVRs will be restricted to the transportation manager (and/or designee), the principal of the school building (and/or designee), school district officials, the bus company official, the bus driver, and school police liaison officers.
8. Only the school principal/transportation manager will show DVRs to parents, if necessary. Neither the parent nor guardian of the student that has been recorded, nor the student will be allowed to view the DVR, in accordance with data privacy laws, unless (1) the student is the only subject on the DVR, (2) the building principal (and/or designee) has obtained written permission from the parents/guardians of all other students on the DVR for them to be viewed, or (3) sufficient redaction has been done. Upon written request, the School District will provide a written summary of the recorded incident(s) to a student pictured on a DVR or the student's parents/guardians.
10. In order to protect the health and safety of all students riding buses, recordings that reveal unlawful actions will be brought to the attention of the school police liaison officer.
11. No provision in this policy is intended to create a contract or to limit the rights of the District and/or the bus company. This is a general statement of Policy which may be modified by the District and the bus company at their discretion when necessary, in accordance with state and federal law.

## HOPKINS PUBLIC SCHOOLS POLICIES

12. A video recording of the actions of students may be used by the District as evidence in any disciplinary action.