

Chebeague Island School

SCHOOL BUS SECURITY CAMERA SYSTEM ADMINISTRATIVE PROCEDURE

A. Security Camera Placement

1. Security cameras may be placed in/on authorized school transportation vehicles for the purpose of passive monitoring.

B. Viewing Security Camera Recordings

1. The Superintendent and others designated by the Superintendent may review security camera recordings for school-related purposes. Other school employees may be authorized by the Superintendent to view recordings if there is a legitimate educational or operational reason to do so.
2. Any security camera recording used for student disciplinary purposes will only be disclosed as authorized by the Family Educational Rights and Privacy Act (FERPA) and School Committee policies.
3. The parents/guardians of a student or an eligible student under FERPA may request to view portions of a security camera recording used as a basis for disciplinary action against that student. Viewing of the security camera recording shall be conducted in the presence of the Superintendent and in a manner that does not violate the confidentiality rights of other students.
4. Law enforcement personnel may review security camera recordings, when available, to investigate possible criminal conduct.
5. The security cameras are implemented as a passive system, in that no individual or group is designated to view live events on a minute by minute basis. In no instance will surveillance cameras be used to observe and/or evaluate the performance of our staff and drivers.
6. The School Committee and/or Chair will be notified if the Superintendent needs to view the tape.

D. Storage and Security of Security Camera Recordings

1. All security camera recordings will be stored in a secure location to ensure confidentiality.
2. Surveillance equipment storage devices (hard drives...etc) may be stored overnight on the bus if they are secured by a locking mechanism. Video recordable hard drives will be secured in the bus at all times. The hard drives will only be removed from the school bus when it is in for maintenance or for viewing by appropriate authorities.
3. Security camera recordings will be retained for no more than 30 calendar days, except in cases where there is a request for recordings from law enforcement or a court, or when recordings are needed for an investigation or disciplinary matter. In such circumstances, the recording will be maintained until no longer required to resolve the matter.

First Reading - May 4, 2021

School Second Reading- June 15, 2021