

ECAF- R – ADMINISTRATIVE PROCEDURES PERTAINING TO AUDIO AND VIDEO SURVEILLANCE

Retention and Destruction of the Recordings

Recordings shall be retained for no more than ten (10) school days from the date of recording, unless the Superintendent or his/her designee determines that the recording is relevant to a disciplinary proceeding or a court order that it be retained for a longer period of time.

Of the ten (10) school day period, tapes that are not being retained for disciplinary proceedings or pursuant to a court order will either be discarded, erased or overwritten.

At the direction of the Superintendent or his/her designee, recordings retained for the purpose of a disciplinary and/or legal proceeding may be discarded, erased or overwritten when their retention no longer appears to be necessary for such purposes and, in any case, shall be discarded, erased or overwritten once the disciplinary and/or legal proceeding has reached its end.

Viewing

Recordings may be viewed or listened to by the Superintendent and by the following persons, at the discretion of the Superintendent, after being expressly authorized by the Superintendent:

- Superintendent's designee
- Assistant Superintendent
- Chief Financial Officer/Business Administrator
- Building Administrator
- Law Enforcement Officers
- School District Transportation Coordinator
- Transportation Contractor Official
- Parents/guardians of a student against whom a recording is being used as part of a disciplinary or legal proceeding will be permitted to view the audiotape and listen to the specific portion of the recording that is relevant to the incident or complaint.
- Other persons expressly authorized by the Superintendent

Ownership/Custody of the Recording

All video and audio recordings made on school busses owned or leased by the Fremont School District, are the property of the Fremont School District.

Confidentiality

All audio and/or visual recordings shall be considered confidential and shall not be routinely reviewed by District personnel or District contractors. Such recordings may be viewed/listened to only on an "as needed" basis and only by those individuals authorized by the Superintendent or his/her designee. Audio recordings made of the District's busses may only be reviewed if there has been a report or complaint of an incident relative to conduct on the school bus. Review of the recording by the Superintendent or his/her designee shall be limited to determining the portion of the recording relevant to the incident or complaint. Access by any other individual will be limited to that specific portion of the recording which is relevant to the incident or complaint.