

**Billings School District 2**

**STUDENTS**

Student Rights, Responsibilities, and Code of Conduct

Video Surveillance

School Buses/Vehicles

Security cameras on a school bus not only provide a safeguard against illegal entry, vandalism and as a means to monitor behavior but also protect students and school bus drivers from being wrongly accused of participation in illegal or unacceptable behavior.

Video recordings may be with sound.

Procedure for Use of Security Camera Recording in Buses/Vehicle

- A. A request for a camera to be placed on a bus may be made by:
  - 1. An administrator from School District #2; and
  - 2. A supervisor/manager of the contracted transportation provider.
  
- B. The camera is active:
  - 1. During the requested runs which may include the a.m., p.m., midday, field trips, and shuttles; and
  - 2. Often times a combination of runs will be recorded even though only a specific run is being monitored.
  
- C. The following will have access to the recording:
  - 1. An administrator of School District #2 or other appropriate School District #2 employee(s);
  - 2. A supervisor/ manager of the contracted transportation provider and the appropriate school bus driver(s);
  - 3. The responsible adult(s) under the supervision of an authorized school administrator may view the recorded activity of his or her own student(s). The viewed segment may be as short as one second in length;
  - 4. Student(s) under the supervision of an authorized school administrator, as part of a specific investigation or disciplinary action;
  - 5. Investigative agencies when evidence of criminal activity exists; and
  - 6. Other person(s) as designated by the contracted transportation provider or School District #2 to assist in an investigation or identification of a student(s).
  
- D. A recording may be kept:
  - 1. Until the disciplinary action or investigation has been resolved satisfactorily; and

2. Permanently if requested or deemed necessary by an administrator of School District #2 or the supervisor/manager of the contracted transportation provider.

### School Buildings and Grounds

Security cameras in a school building and on school grounds provide not only a safeguard against illegal entry and vandalism, but also protect students and staff from being wrongly accused of participation in illegal or unacceptable behavior. School administration recognizes the importance of protecting the identity of those filmed. Consequently, although the system is active and recording 24 hours a day, seven days a week, the system is not humanly monitored 24 hours a day, seven days a week.

Video recordings may be with sound.

Students and their responsible adult will be notified in the student handbook of the system's existence, purpose, and the procedures for use.

### Procedure for Use of Security Camera Recording in School Buildings and on School Grounds

- A. The real time image and/or the recording may be viewed:
  1. During an orientation activity that may involve the responsible adult, staff or students; and
  2. During the course of an investigation or as part of the process for identifying a student or other district employees.
- B. The following will have access to the recording:
  1. The school administrators and site School Resource Officer (SRO);
  2. Investigative agencies (e.g. the Fire Department) when evidence of criminal activity exists;
  3. The responsible adult, under the supervision of an authorized school administrator, may view the recorded activity of their own student(s). The viewed segment may be as short as one second in length.
  4. Students, under the supervision of an authorized adult, as part of the orientation to the system or as part of a specific investigation.
- C. A recording may be kept permanently:
  1. If an investigative agency wants the record for later court procedures; and
  2. If there is an internally anticipated future need such as when there are chronic issues (e.g. harassment, vandalism).
- D. A recording may be kept:
  1. Digitally on the hard drive where it remains until recorded over (a maximum of 18 days); and
  2. On a CD which will be kept in the school vault.
- E. A recording may be kept:

1. Either until the involved student(s) graduates or until the criminal investigation is completed, whichever is later.

Cross References:

<b>Number</b>	<b>Title</b>
3200	Student Rights, Responsibilities, and Code of Conduct
3201	Student Freedom of Expression
3202	Student Publications
3203	Student Dress
3203-P1	Student Dress – Gang Activity or Association and Extracurricular Activities
3204	Searches and Seizures
3204-P1	Searches of Students and Their Property
3204-P2	Video Surveillance
3204-P3	Video Surveillance – School Buses, Vehicles, School Buildings and Grounds
3205	District-Provided Access to Electronic Information, Services, and Networks for Students
3205-P1	District-Provided Access to Electronic Information, Services, and Networks for Students
3210	Harassment, Intimidation, and Bullying
3210-F1	Form: Billings Public Schools – Harassment/Intimidation/Bullying Incident Reporting Form
3220	Equal Educational Opportunity (use reporting Form 3210-F1)
3230	Non-Discrimination and Anti-Harassment (use reporting Form 3210-F1)
3235	Student Drug and Chemical Use and Abuse
3240	Tobacco Free Schools
3250	Gun-Free Schools
3255	Bomb Threats and Threats of Hazardous Substances
6430	Development of Administrative Procedures
1700	Uniform Complaint Procedure

Legal References:

- § 20-5-101, MCA      Admittance of child to school
- § 20-5-102, MCA      Compulsory enrollment and excuses
- § 20-5-103, MCA      Compulsory attendance and excuses
- § 20-5-201, MCA      Duties and sanctions
- § 20-5-202, MCA      Suspension and expulsion
- § 20-4-302, MCA      Discipline and punishment of pupils – definition of corporal punishment

*Tinker v. Des Moines Ind. Sch. Dist.*, 89 S.Ct. 733 (1969)

Procedure History:

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