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To: Robert J. O'Donnell

From: Randy L. Brown

RE: Board Policy 810.2  
Transportation – Video/Audio Recording – second reading

Date: August 7, 2014

Policy 810.2 Transportation – Video/Audio Recording is presented for a second reading by the Board following discussion at the July 28<sup>th</sup> board meeting. This policy results from Act 9 of 2014 which amends the state Wiretap and Electronic Surveillance Act to permit audio recording on school buses and school vehicles.

Use of audio recordings is allowed for disciplinary or security purposes if the following are met:

1. School board has adopted a policy that authorizes audio intercept on school buses or school vehicles for disciplinary or security purposes.
2. Each school year, the school board notifies students and their parents or guardians of the policy, by letter mailed to the students' home addresses.
3. School board posts a notice that students may be audiotaped, with the notice clearly visible on each school bus or school vehicle that is furnished with audio-recording equipment.

A copy of Act 9 of 2014 is available under Policy Development on the Business Office section of the district website.

To specifically respond to several questions from the July 28<sup>th</sup> board meeting, the following information is provided. This legislation allows an exemption to the Wiretap Act for school buses and vehicles. Although video recording has been allowed for several decades, the desire of the legislation is to allow audio recordings to enhance the use of video recordings. The reduction in bullying on school buses and vehicles was directly mentioned. The capabilities are currently available in our equipment. With the passage of this policy we will be able to use both the audio and video recordings to enhance safety and security in our transportation vehicles. The notifications must be mailed to the students home addresses and a notice must be posted somewhere on the bus or vehicle.

This policy will return on September 8, 2014 for approval.

STATE COLLEGE  
 AREA  
 SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION -  
 VIDEO/AUDIO RECORDING

ADOPTED:

REVISED:

<b>810.2. TRANSPORTATION - VIDEO/AUDIO RECORDING</b>	
<p>1. Purpose</p>	<p>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.</p>
<p>2. Definitions                      75 Pa. C.S.A.                      Sec. 102</p> <p>75 Pa. C.S.A.                      Sec. 102</p>	<p><b>School bus</b> 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.</p> <p><b>School vehicle</b> 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.</p>
<p>3. Authority                      18 Pa. C.S.A.                      Sec. 5704</p> <p>18 Pa. C.S.A.                      Sec. 5704</p>	<p>The Board authorizes the use of video and audio recording on school buses and school vehicles.</p> <p>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.</p>
<p>4. Delegation of Responsibility                      18 Pa. C.S.A.                      Sec. 5704</p>	<p>The Board directs the Superintendent or designee to ensure that:</p> <ol style="list-style-type: none"> <li>1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.</li> </ol>

<p>18 Pa. C.S.A. Sec. 5704</p> <p>5. Guidelines Pol. 113.4, 216</p>	<p>2. Parents/Guardians and students are annually informed, by letter mailed to the students' home addresses, of the policy authorizing video and audio recording on school buses and school vehicles.</p> <p>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. 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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Wiretap and Electronic Surveillance Act – 18. Pa. C.S.A. Sec. 5704</p> <p>Vehicle Code – 75 Pa. C.S.A. Sec. 102</p> <p>Board Policy – 216, 218, 805, 810</p>
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