

VIDEO AND AUDIO RECORDINGS

The Muhlenberg School Board recognizes that the rules and regulations of the district apply to students, employees, and chaperones during the time spent in transit while occupying a school bus to and from school and while participating in school-related activities. The district may place video cameras and/or audio recording devices on school property and/or on vehicles used for transporting students, employees, and chaperones involved in school-related activities.

VIDEO AND AUDIO RECORDINGS

I. Guidelines

- A. The district may place video cameras and/or audio recording devices on school property and/or on vehicles used for transportation to and from school and for school-related activities.
- B. All video and audio recordings created are the property of the school district and may be used as the district deems appropriate.
 - 1. The video cameras or audio recording devices may or may not be monitored.
 - 2. The images or sounds recorded by these devices may be used by school officials to determine unlawful conduct or conduct that is contrary to the rules and regulations of the district on school property and/or on vehicles used for the transportation of students, employees, and chaperones, or other members of the general public for school or school-related activities.
 - 3. The images or sounds recorded by these devices may be used by school officials to establish the identity or identities of particular students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district.
 - 4. The images or sounds recorded by these devices may be used by school officials as evidence at any disciplinary proceeding conducted by the school district.
 - 5. The images or sounds recorded by these devices may be provided to appropriate law enforcement agencies at the discretion of the Superintendent.
- C. Students, parents, employees, chaperones, and other members of the general public may obtain a copy of the video and/or audio recordings through the legal process.

II. Procedures

- A. Public Notice
 - 1. Students, parents, employees, chaperones, and members of the general public will be notified that the district monitors conduct through the use of recording devices.
 - 2. Notification will be accomplished through various means:
 - a. Posted on school property and on transportation vehicles
 - b. Included in school handbooks
 - c. Distributed through district newsletters
- B. Expectation of privacy
 - 1. Notification is provided so that individuals do not have a false expectation of privacy while on school property or vehicles, or while participating in school-related activities.

2. Notices will not identify the location of recording devices.
3. Recording equipment will not be placed in locker rooms or rest rooms unless there is a specific need for surveillance in those areas. If a need arises for the use of recording equipment in these areas, the Superintendent will review the specific need and develop appropriate controls concerning access to the recorded images.