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AUDIO RECORDING ON INTERMEDIATE UNIT VEHICLES

BOARD ADOPTED OCTOBER 17, 2016

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3 **A. PURPOSE**

- 4 1. The use of audio recording equipment supports efforts to maintain appropriate conduct and to
5 support safety and security efforts on Intermediate Unit vehicles utilized to transport students.

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7 **B. AUTHORITY**

- 8 1. The Board authorizes the use of audio recording on Intermediate Unit vehicles.
9 2. The Board prohibits the use of audio recording on any Intermediate Unit vehicle that is not being
10 used for an Intermediate Unit student related purpose.

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12 **C. DELEGATION OF RESPONSIBILITIES**

- 13 1. The Board directs the Executive Director or designee to ensure that the following guidelines
14 govern the use of audio recording on Intermediate Unit vehicles:
15 a. Each Intermediate Unit vehicle that is equipped with audio recording equipment contains a
16 clearly posted notice informing drivers and passengers of the potential for audio recording.
17 b. Parents/Guardians and students are annually informed at the beginning of the school year of
18 the policy authorizing video recording on Intermediate Unit vehicles transporting students.
19 c. Staff and students shall be prohibited from tampering or otherwise interfering with
20 video/audio recording.

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22 **D. GUIDELINES**

- 23 1. The Intermediate Unit shall comply with the provisions of federal and state law and regulations
24 regarding student record requirements as applicable to the Intermediate Unit's use and disclosure
25 of recordings. Recordings considered part of a student's educational record shall be maintained
26 in accordance with established student record procedures governing access, review and disclosure
27 of student records.