

SCHOOL BUS VIDEO SURVEILLANCE

Background

The District recognizes that the video surveillance of students and drivers on District school buses can be useful in promoting safety and minimizing disputes. The District also recognizes that the video surveillance of students and drivers is a matter of sensitivity, therefore, the District believes the use of video surveillance cameras on District school buses is to be governed by strict procedures and is only to be carried out where circumstances have shown that it is necessary to ensure safety, order and discipline, including prevention of vandalism.

On board video surveillance is to be conducted only for the purpose of promoting bus safety and discipline. Video surveillance is not to be conducted for any other purpose.

Procedures

1. Notice to Students and Parents

- 1.1. The District will advise students and parents that a video surveillance system is in place in the District's school buses. On any bus equipped for video surveillance operation, one or more decals advising that a camera system is in place will be prominently displayed on the interior of the bus. Students will also be advised verbally by the bus driver. On any route where the regularly assigned bus has been equipped for video surveillance operation, parents will be advised by bulletin prior to the camera being utilized. Notices will include contact information for the transportation contractor as the person who can answer questions about the operation of the surveillance system.

2. Access to Cameras

- 2.1. Only supervisory staff and designated mechanical staff shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or digital recordings.

3. Storage of Digital Recordings

- 3.1. Digital recordings shall be removed from the bus immediately after completion of the bus run.
- 3.2. Digital recordings shall be stored on computers with restricted access.
- 3.3. Digital recordings shall not be edited or selectively erased. Digital recordings are to be kept intact until totally erased or destroyed.

4. Viewing of Digital Recordings

- 4.1. Monitors for viewing Digital recordings shall not be located in a position that enables public viewing.

- 4.2. Any parent is entitled to view a digital recording which includes his/her child/children. Students may view segments of the digital recording relating to themselves if they are capable of exercising their own access to information rights under the *Freedom of Information and Protection of Privacy Act*. A student or parent has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the *Freedom of Information and Protection of Privacy Act*.
- 4.3. Viewing will take place only at the bus garage or at the school on appointment with appropriate District officials.
- 4.4. Digital recordings shall not be shown to anyone other than District staff, or the parents of the students involved, or the students themselves. Among District staff only those employees with a direct involvement with the recorded contents of the specific digital recording shall be permitted to view it.

5. Retention of Digital Recordings

- 5.1. Digital recordings shall be erased within ten (10) working days unless they are being retained at the request of the transportation contractor, driver or parent/student for documentation related to a specific incident, or are being sent to the District's insurers as set out in clause 5.3.
- 5.2. Digital recordings retained under clause 5.1 shall be erased as soon as the incident in question has been resolved, except that if the digital recording has been used in the making of a decision about an individual, the digital recording must be kept for a minimum of one year as required by the *Freedom of Information and Protection of Privacy Act* unless earlier erasure is authorized by or on behalf of the individual.
- 5.3. Where an incident raises a prospect of a legal claim against the District, the digital recording, or a copy of it, shall be sent to the District's insurers.

6. Review

- 6.1. The transportation contractor is responsible for the proper implementation and control of the video surveillance system.

7. Improper Use

- 7.1. Video monitoring is to be restricted to the uses indicated in this Administrative Procedure. The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this Administrative Procedure.

Reference: Sections 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation

Adopted: November 5, 2002

Revised: May XX, 2019