

## **SCHOOL BUS VIDEOTAPING**

### **-POLICY-**

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

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

### **-REGULATION-**

#### **Procedures:**

1. Notice to Students and Parents
  - 1.1 The School District will advise students and parents that a videotape camera system is in place in the District's school buses. On any bus equipped for video camera 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 regular assigned bus has been equipped for video camera operation, parents will be advised by bulletin prior to the camera being utilized. Notices will include contact information for the Transportation Supervisor 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 videotapes.

**3. Storage of Tapes**

- 3.1 Videotapes shall be removed from the bus immediately after completion of the bus run.
- 3.2 Videotapes shall be stored in a locked filing cabinet within the bus garage office.
- 3.3 Videotapes shall not be edited or selectively erased. Videotapes are to be kept intact until totally erased or destroyed.

**4. Viewing of Videotapes**

- 4.1 Monitors for viewing videotapes shall not be located in a position that enables public viewing.
- 4.2 Any parent or legal guardian is entitled to view a videotape which includes his or her child/children. Students may view segments of tape 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, parent or guardian 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 the appropriate School District officials.
- 4.4 Videotapes shall not be shown to anyone other than School District staff, or the parents/guardians of the students involved, or the students themselves. Among School District staff only those employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.

**5. Retention of Videotapes**

- 5.1 Videotapes shall be erased within ten (10) working days unless: they are being retained at the request of the Transportation Supervisor, driver or parent/student for documentation related to a specific incident, or sent to the Board's insurers as set out in 5.3.

- 5.2 Tapes retained under 5.1 shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape 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 School Board, the tape, or a copy of it, shall be sent to the School Board's insurers.
6. Review
- 6.1 The Transportation Supervisor is responsible for the proper implementation and control of the video surveillance system.
- 6.2 The Secretary Treasurer shall be responsible for conducting a review at least annually to ensure that this policy and procedures are being adhered to and to make a report to the School Board.
7. Improper Use
- 7.1 Video monitoring is to be restricted to the uses indicated in this policy. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.