

POLICY

No. C.5

ELECTRONIC SURVEILLANCE ON SCHOOL BUSES

*Adopted: 05-03-14
Reviewed: 09-10-13
Reviewed: 12-01-10
Reviewed: 13-01-08
Reviewed: 14-01-13
Amended: 15-04-13
Reviewed: 15-11-09
Reviewed: 16-11-14
Reviewed: 17-11-13*

Policy

On-board surveillance is to be conducted only for the purposes of promoting bus safety and discipline. Electronic surveillance will be conducted in accordance with the regulations and is not to be conducted for any other purpose.

Recognizing that electronic surveillance can be useful in promoting safety and in minimizing disputes and acknowledging that electronic surveillance of students and staff is a sensitive issue, the Board requires that electronic surveillance be governed by strict policies and should only be carried out where circumstances have shown it necessary to ensure safety, order and discipline, including vandalism.

REGULATION

No. C.5

ELECTRONIC SURVEILLANCE ON SCHOOL BUSES

*Adopted: 05-03-14
Reviewed: 09-10-13
Reviewed: 12-01-10
Reviewed: 13-01-08
Reviewed: 14-01-13
Amended: 15-04-13
Reviewed: 15-11-09
Reviewed: 16-11-14
Reviewed: 17-11-13*

Regulation

1. Notice to Students and Parents

The District will issue a bulletin to advise students and parents that an electronic surveillance system is in place in the District's school bus or buses prior to the use of the system. On any bus equipped for electronic surveillance, the camera is visible. Students will also be advised verbally by the driver.

2. Access to Cameras

Only the driver and supervisory staff shall have access to the surveillance equipment and recordings.

3. Storage of Recordings

- a. Recordings are kept on the bus on a limited capacity hard drive in a locked cabinet.
- b. Recordings may be viewed by the driver or the hard drive may be removed for viewing by the Supervisor.
- c. Recordings are normally overwritten when the hard drive reaches capacity.

4. Viewing of Recordings

- a. Monitors for viewing recordings shall be located to ensure privacy of viewing.
- b. Any parent or legal guardian is entitled to view a recording which includes his or her child/children. Students may view segments of the 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, 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 any other ground recognized in the *Freedom of Information and Protection of Privacy Act*.

REGULATION

- c. Viewing will only take place at a designated location on appointment with the appropriate District representative.
- d. Recordings shall not be shown to anyone other than District staff, or the parents/guardians of the students involved, or the students themselves. Only District staff with a direct involvement with the contents of the specific recording shall be permitted to view the recording.

5. Retention of Recordings

- a. Recordings shall be overwritten as the hard drive reaches capacity unless they are being retained at the request of the supervisor, the driver or parent/guardian for documentation related to a specific incident, or for the Board's insurers as set out in 5.c.
- b. Recordings retained under 5.a. shall be deleted as soon as the incident in question has been resolved, except in cases where the recording has been used in the making of a decision about an individual, in which case the recording must be kept for a minimum of one year as required by the *Freedom of Information and Protection of Privacy Act* unless earlier deletion is authorized by or on behalf of the individual.
- c. Where an incident raises a prospect of a legal claim against the Board, the recording, or a copy of it, shall be sent to the Board's insurers.

6. Review

The supervisor of the transportation system is responsible for the proper implementation and control of the surveillance system and an annual review of the surveillance system to ensure that this policy and regulation are being adhered to.