

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

POLICY:	6072MR1
Date:	November 5, 2002
Revision:	0

MANAGEMENT REGULATION

School Bus Video Surveillance

1. **Notice to Students and Parents**

The school 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**

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 or digital recordings.

3. **Storage of Videotapes and Digital Recordings**

3.1 Videotapes or digital recordings 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. Digital recordings shall be stored on computers with restricted access.

3.3 Videotapes and digital recordings shall not be edited or selectively erased. Videotapes and digital recordings are to be kept intact until totally erased or destroyed.

4. Viewing of Videotapes and Digital Recordings

- 4.1 Monitors for viewing videotapes or digital recordings shall not be located in a position that enables public viewing.
- 4.2 Any parent or legal guardian is entitled to view a videotape or digital recording which includes his/her child/children. Students may view segments of the videotape or 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, 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 appropriate school district officials.
- 4.4 Videotapes or digital recordings 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 or digital recording shall be permitted to view it.

5. Retention of Videotapes and Digital Recordings

- 5.1 Videotapes and 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 sent to the Board's insurers as set out in 5.3.
- 5.2 Videotapes and digital recordings retained under 5.1 shall be erased as soon as the incident in question has been resolved, except that if the videotape or digital recording has been used in the making of a decision about an individual, the videotape or 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 school board, the tape or digital recording, or a copy of it, shall be sent to the school board's insurers.

6. Review

- 6.1 The transportation contractor 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 regulation are being adhered to and to make a report to the school board.

7. Improper Use

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.