

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 2071
FINANCE & FACILITIES	<u>Video Surveillance – School Buses</u>	

DATE ADOPTED: May 9, 2017

DATE REVIEWED: March 13, 2018

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, and should only be carried out where circumstances have shown it necessary to ensure safety, order and discipline, including vandalism.

R E G U L A T I O N S

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 supervisory staff and designated technical staff of the District and/or busing service provider shall have access to cameras.

3. Viewing of Video Recordings:

- 3.1 An individual who is the subject of video surveillance has the right to request access to the video recording in accordance with the provision of the Freedom of Information and Protection of Privacy Act.
- 3.2 Parents or guardians may be requested by the District to review a segment of a video recording related to a specific incident involving their child or children, unless the review might violate the privacy of a third party.
- 3.3 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act of British Columbia or any rules and regulations there un. The Superintendent of Schools or designate shall ensure that a Video Recording

Release Form is completed before releasing video recordings to appropriate authorities or third parties.

3.4 Video monitors used to view video recordings shall not be located in public view.

3.5 A master log shall be maintained of all episodes of access to, or use of, video recordings.

4. Retention of Recordings

4.1 Recordings shall be erased within one (1) month unless they are being retained at the request of the Superintendent or designate, driver or parent/student for documentation related to a specific incident, or sent to the District's insurers as set out in 4.3

4.2 Recordings retained under 4.1 shall be erased as soon as the incident in question has been resolved, except that if the recording has been used in the making of a decision about an individual, the recording must be kept for a minimum of one (1) 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.

4.3 Where an incident raises a prospect of a legal claim against the District, the recording, or a copy of it, shall be sent to the District's insurers.

5. Review

5.1 The management of the bus service provider is responsible for the proper implementation and control of the video surveillance system.

5.2 The Superintendent or designate shall be responsible for conducting a review at least annually to ensure that this administrative procedure is being adhered to and to make a report to the Board.