

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATIONS & ADMINISTRATIVE PROCEDURES SERIES 900 - BUILDINGS & SITES

AP903 SECURITY & SAFETY
APR903.6 Video Surveillance – School Bus

1. Storage of Tapes

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

2. Viewing of Videotapes

- 2.1 Monitors for viewing videotapes shall not be located in a position that enables public viewing.
- 1.2 Any parent or legal guardian is entitled to view a videotape, which includes his or her child/children. Students may view segments of a 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.
- 2.3 Viewing will take place only at the school bus garage or at the school on appointment with the appropriate School District Officials.
- 2.4 Videotapes shall not be shown to anyone other than the School District staff, or the parents/guardians of the student involved or the student 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.

APR903.6 Video Surveillance – School Buses

3. Retention of Videotapes

- 3.1 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 3.3
- 3.2 Tapes retained under 3.1 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.
- 3.3 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.

4. Review

- 4.1 The Transportation Supervisor is responsible for the proper implementation and control of the video surveillance system.
- 4.2 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.