



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

5.9(a) Video Surveillance - Buses

The Board of Education supports the controlled use of on-board video surveillance on school buses for the safety and security of students and staff on the bus, and to maintain order and discipline including the prevention of vandalism and bullying.

The Board recognizes that video surveillance systems must be used in a manner that protects the privacy rights of students and others, providing a safe environment and the need to protect School District property from vandalism.

Video surveillance is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (“FIPPA”).

Guidelines

1. Parents and students will be provided with notice of the use of video surveillance on buses through notices and clearly posted signage.
2. Video cameras may be used to monitor and/or record on all School District buses for the purposes of safety, maintaining order and property protection.
3. The School District may access and use footage to investigate or respond to complaints, accidents or incidents occurring on buses, including staff or student misconduct.
 - 3.1 Video surveillance camera locations will be authorized by the Manager of Operations, or the officers of the School District. Any change in camera location must be authorized in the same manner.
 - 3.2 Cameras will be oriented to avoid the unnecessary collection of personal information, including image and information of members of the public who are not staff or students.
 - 3.3 Video surveillance equipment will be installed and maintained only by designated employees or agents of the School District.

- 3.4 Recording equipment will be maintained in locked boxes on buses. Only designated employees or agents will have access to the key that opens the camera boxes. Only these employees will handle the camera or recordings.
- 3.5 The School District will have reasonable measures in place to secure recordings and ensure they are not accessible to unauthorized individuals (e.g. firewalls, password protection/encryption, secure storage).
- 3.6 Recordings will not be sold, publicly viewed, or used for commercial purposes, and will be used and disclosed only as provided for by this policy or as authorized or required by law, including FIPPA.
- 3.7 Individuals may request an opportunity to view footage in which they appear by making a written request to the Secretary Treasurer, and such requests will be processed in accordance with FIPPA. The School District reserves the right to refuse such requests to protect privacy or other interests where permitted under FIPPA.
- 3.8 The School District will maintain a log of all access to video footage.
- 3.9 Recordings will be retained for one month, and will be destroyed when they are no longer needed for any operational, administrative or legal purpose.
- 3.10 The Manager of Operations is responsible for the proper implementation and control of the video surveillance systems on buses.
- 3.11 The Superintendent of Schools or Secretary Treasurer will conduct a review at least annually to ensure that this policy and any related procedures are being adhered to.