



Policy 7710  
**SECURITY CAMERAS ON SCHOOL BUSES**

Adopted: 2002-03-26	Reviewed:	Amended: 2019-12-17
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**POLICY**

The Board recognizes that the video monitoring of students and drivers on school buses can be useful in promoting safety and minimizing disputes. The Board also recognizes that the monitoring of students and drivers is a matter of sensitivity; therefore, the Board believes the use of security cameras on school buses should be governed by strict policy guidelines to ensure safety, order, discipline, and prevention of vandalism.

On board video monitoring is strictly for the purposes of promoting bus safety and discipline.



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**REGULATIONS**

1. Notice to Students and Parents

The School District will advise students and parents that a camera system is in place on the District's school buses. Buses equipped with video equipment will have one or more decals advising that a camera system is in place and will be prominently displayed on the interior of the bus. Parents will be advised by bulletin annually that cameras are being used on all buses. Notices will include contact information for the Transportation Supervisor as the person who can answer questions about the operation of the surveillance system.

2. Storage and Retention of Digital Information

Copies of the data shall be stored on a hard drive for a period of two weeks unless it is 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.

Information shall not be edited or selectively erased. The information will be kept intact until it is deleted in its entirety.

Information retained for longer than two weeks shall be erased as soon as the incident in question has been resolved, unless the information has been used in the making of a decision about an individual in which case, the information 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.

Where an incident raises a prospect of a legal claim against the School Board, the information, or a copy of it, shall be sent to the School Board's insurers.

3. Viewing of Information

Monitors for viewing the data shall not be located in a position that enables public viewing.

Any parent or legal guardian is entitled to view data which includes his or her child/children. Students may view segments of 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.

Viewing will take place only at the bus garage or at the school on appointment with the appropriate School District officials.

Data shall not be shown to anyone other than School District staff, 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 data shall be permitted to view it.

4. Review

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

The Secretary-Treasurer shall be responsible for conducting a review at least annually to ensure that this policy and those procedures are being adhered to and to make a report to the School Board.

5. 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.

Related Policies;

[Policy 4070 – Surveillance Cameras](#)