



Policy: Video Camera on School Bus

Board Approval: October 24 , 2018

Board Review: October 18, 2023

BACKGROUND

Independent School Authority Ltd. believes that from time to time video cameras may be used on our vehicles and buses as part of the operational duties of the Administration to conduct investigations and audits with the primary goal of ensuring safe transportation of students. Video Cameras are used as a means to deter vandalism and identify student activity that may pose a threat to passenger and driver safety.

As an extension of the classroom, the video recordings on the bus camera fall within the authority of the Principal.

GUIDELINES

The Freedom of Information and Protection of Privacy Act allows the use of video cameras to collect personal information as per Section 32(c) wherein it states that public bodies may collect information if that information relates directly to and is necessary for an operating program or activity of the public body, i.e. busing.

If you have any questions about the collection, use or disclosure of this information, please contact the FOIP Coordinator at Summit West Independent School, 178003 112 St W, Foothills, AB T1S 0V8.

PROCEDURES

1. The camera shall be located at the front of the bus.
2. The camera may operate during the regular run of the route.
3. Video tapes are the property and record of Independent School Authority Ltd. and as such the following measures shall be followed by the Senior Administration:
 - 3.1. the Principal must authorize access to the recordings;
 - 3.2. store all recordings not in use securely in a locked receptacle;
 - 3.3. number and date all recordings that have been used and retained according to camera site;
 - 3.4. log all episodes of access to, and use of, the recorded material; and
 - 3.5. retain tapes for one year if personal information on the recordings has been used to make a decision that directly affects an individual and records destruction date, otherwise destroyed within one year.

3.6 daily recordings will be overwritten on a weekly basis, and only incidents will be retained for reference and back up of events that result in disciplinary action.

References

- Alberta School Act Sections 45.1, including Section 16.1
- FOIP, Guide to using surveillance Cameras in Public Areas, revised June 2004