



Section Video Cameras on School Buses	Page 1 of 2
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Statement	<p>Video cameras will be used on school buses to reduce student discipline problems, vandalism on school buses, and increase both driver and student safety.</p> <p>All school buses have video cameras.</p>
Procedures	<ol style="list-style-type: none"> 1. School principals are responsible for any video recordings used on school buses for the purpose of promoting proper behaviour and safety of students. 2. Bus operators are responsible to ensure the security of all video recordings on a school bus. 3. Video recording used to substantiate a student's misconduct are the property of the RRDTS and must be turned over to the Consortium. 4. Video surveillance cameras will be used for intended purposes only: <ul style="list-style-type: none"> • shall be used to monitor/record for the safety of students and bus drivers • shall be used as a deterrent to destructive acts • may be used as evidence in any disciplinary action brought against any student arising out of the student's conduct and for the enforcement of school rules • may be used as evidence for any criminal act • may be used to monitor bus driver performance 5. Access and disclosure of video surveillance records will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act. <p>Retention and Disposal</p> <ul style="list-style-type: none"> • All video records or surveillance equipment not in use should be stored in a secured environment. • All information that has not been viewed for law enforcement, school or safety purposes shall not be kept for more than 14 days. • Any video records that have been used/viewed will be logged with the date, time and area that was recorded.



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	<ul style="list-style-type: none">• When recorded information has been viewed for law enforcement, school or public safety purposes, the information must be retained and securely stored for a minimum of one year following the last date of use of the information, unless the Consortium determines earlier disposal is acceptable and the individual to whom the information relates consents to earlier disposal. <p>The Consortium will be responsible for:</p> <ul style="list-style-type: none">• security of the video surveillance information.• ensuring proper retention and disposal of video surveillance records (video surveillance records will be disposed of in a manner such that personal information cannot be reconstructed or retrieved).• logging the disposal of recorded information
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