



**Camera Location, Operation and Control**

1. The district utilizes cameras to equip contracted school buses [“vehicles”] with video recording devices and use video practices:
  - 1) to promote safe and efficient school transportation practices;
  - 2) to encourage good behaviour in students through deterrence;
  - 3) to decrease the potential of risk of injury or damage to student and/or district property;
  - 4) to deal with student discipline;
  - 5) to deal with inquiries and proceedings relating to law enforcement;
  - 6) to detect or deter criminal offences which occur in view of the cameras;
  - 7) research;
  - 8) for any other reason it deems appropriate.
2. Video monitoring equipment may be in operation on a sporadic basis, continuously, or otherwise.
3. Video recording devices may be rotated between vehicles without prior notice to passengers.

**Notification**

4. One or more signs of a highly visible nature shall be clearly placed in each vehicle notifying passengers that an audio and video record may be made.
5. Students shall be informed at the beginning of each school year and may be further informed during the school year:
  - a) that the district may record student behaviour on vehicles; and
  - b) the purposes for such practices
6. All contracted carriers and contracted bus drivers shall be made aware of the district’s policy on video surveillance on contracted school transportation vehicles.
7. It shall be the responsibility of the principal to notify the school council and parents of video monitoring practices.
8. All staff involved in student transportation shall be made aware of the present policy.

**Use of Video Tapes**

9. Video recordings of passengers are the property of the district. Designated district administration and school administration may have access to and review the video tapes on a random or non random basis for the purposes of (1) determining adherence to district, district contractor's and/or school rules respecting safety, security, or transportation of passengers; (2) the safety and security of any passenger and/or board property; or (3) for any reason deemed appropriate.
10. Authorized carrier personnel may have access to the video tapes located in the recording equipment in their respective vehicles for usage, care, and maintenance purposes.
11. A video recording of actions by passengers may be used by the district as evidence in any disciplinary action or otherwise brought against any student, arising out of the student's conduct on or near the vehicle and/or for the enforcement of district and/or school rules.
12. An individual who is the subject of video surveillance, or a third party, may request access to the recording in accordance with the *Freedom of Information and Protection of Privacy Act*. Access in full or part may be refused on one of the grounds set out within the *Freedom of Information and Protection of Privacy Act*.

**Operational Practices**

13. Each vehicle will be equipped with a five-day inventory of video tapes and each video tape will be identified with a unique name or number. A separate video tape will be used for each day of the week. The video tapes will be rotated on a weekly cycle. Video tapes must be retained for a period of five school days.
14. All video tapes not in use shall be securely stored in a locked receptacle.
15. District administration or school administration may request a video tape directly from the bus driver. A log shall be maintained by the carrier regarding all access to, or use of the record material. The carrier is responsible for this record keeping process.

Further to an incident report and/or as deemed necessary by the principal, tapes shall be retained for two (2) months and then destroyed, with the exception that any tapes containing personal information which has been used to make a decision that directly affects an individual shall be retained for a minimum of one year. All other video tapes shall be disposed of in a secure manner (erased, reused, shredded, burned, or degaussed).

**Video Surveillance on School  
Transportation Vehicles**



EDMONTON CATHOLIC SCHOOLS

---

**Administrative Regulation 504**

---

16. Video tape recordings shall be viewed by school administration and/or Transportation Services personnel in such a manner as to avoid public viewing.

**Audits**

17. The FOIP Coordinator shall be responsible to audit, when required, the use and security of surveillance cameras, including monitors and tapes.

|   |                                |
|---|--------------------------------|
| Reference: School Act Section 51        | Approved: <i>J. Carr</i>       |
|   | Date Approved: April 17, 2002  |
| Cross-reference: AP 503, AR 503, AP 504 | Date(s) Revised: June 19, 2006 |