



## PROCEDURE V-1

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### SUBJECT: VIDEO CAMERAS ON BUSES

Legal References: Education Act: Part XIII Behaviour, Discipline and Safety; Guideline—Ontario Schools Code of Conduct; Freedom of Information and Protection of Privacy Act; Municipal Freedom of Information and Protection of Privacy Act; Guidelines for Using Video Security Surveillance Cameras in Public Place

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Video surveillance on School buses is used to promote proper behavior and the safety of pupils, Monitors, EA's and School Bus Drivers. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.

Any agreement between the Consortium and Service Providers shall state that the records created while delivering a video surveillance program are subject to the Freedom of Information and Protection of Privacy Act and to the Municipal Freedom of Information and Protection of Privacy Act.

Parents are notified in September by a newsletter from the Partner School/Board regarding video surveillance on some School buses, to monitor student behavior. All media will be copied over and/or erased. The media viewed will be kept for a minimum period of twelve months as per the Municipal Freedom of Information and Protection of Privacy Act.

#### Procedure to Monitor Situations

- When a particular route is being monitored, the cameras will be activated. Immediately after the completion of the route, the School Bus Driver will deliver the media to the School Bus Company.
- The School Bus Company Supervisor will view the media to ensure it is working properly prior to contacting the School Principal.
- The School Principal or designate will view the media and may include the following when viewing: School Bus Company Supervisor, School Bus Driver, student, Parent or Guardian and the HPSTS General Manager.
- Once the media has been viewed and the situation dealt with, the Principal will return the media to the School Bus Company to be erased, if it is not needed to substantiate a student's misconduct.
- It is mandatory for a sign to be posted in the School vehicle indicating that person's riding the vehicle could be video recorded.
- All media is to be kept in a secure location.

Last Review: March 2014

Next Scheduled Review: February 2017 or as required