

Statement of Policy

Greater Saskatoon Catholic Schools supports the use of video monitoring systems on school buses, enhancing the safe operation of its school buses. The installation of video monitoring systems shall:

- Assist the bus driver and school administration in maintaining control of the passengers on the bus and reduce the incidents of vandalism and littering,
- Increase safety such that the driver will be better able to concentrate on traffic and road conditions; and
- Support the potential need for disciplinary, medical emergency, legal, and other related safety concerns.

Procedures/Guidelines

1. Video Monitoring on Buses:
 - 1.1 Buses may be equipped for video and audio monitoring systems; and
 - 1.2 The installation of a monitoring system on buses will be completed at the discretion of the division.
2. Notice to Students and Parents/Caregivers:
 - 2.1 All buses shall have a clearly displayed notice advising that the bus is equipped with a video and audio monitoring system.
3. Access to Video Monitoring Equipment:
 - 3.1 The following persons shall have access to the video monitoring equipment:
 - 3.1.1 Director of Education;
 - 3.1.2 Principals/Vice Principals;
 - 3.1.3 Superintendents; and
 - 3.1.4 Manager of Transportation Services.
4. Storage of Recordings:
 - 4.1 Only those persons identified in section 3 shall have access to the stored recordings; and
 - 4.2 Recordings shall not be edited or selectively erased. Recordings are to be kept intact until erased in their entirety or destroyed in accordance with section 6.1.
5. Viewing of Recordings:
 - 5.1 All recordings are the property of GSCS and the Transportation Service Provider(s) and will not be made available for public viewing. Those eligible to view recordings shall include:

- 5.1.1 School division staff as determined by those identified in section 3. Only those employees with a direct involvement with the specific recorded contents shall be permitted to view the recordings;
- 5.1.2 Parents/caregivers of the students involved or the students themselves as determined by those identified in section 3. Any parent or legal guardian is entitled to view a recording that includes their child/children. Requests to view recording must be made in accordance with section 6 of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP). 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 LAFOIP Act;
- 5.1.3 Viewing of recordings shall take place at the Transportation Service Provider's Office, the Division Office or at the school attended by the student or staff for whom the viewing has been requested; and
- 5.1.4 Access to recordings may be provided to the RCMP or legal authorities if necessary. (see section 6.3)

6. Retention of Recordings:

- 6.1 Recordings will be deleted or erased within 30 days unless they are retained at the request of those identified in section 3, or parent/caregiver/student for documentation related to a specific incident, or as per section 6.3;
- 6.2 Recordings retained under section 6.1 shall be erased as soon as the incident in question has been resolved; and
- 6.3 Where an incident raises a prospect of a legal claim against the division, a copy of the recording shall be retained by the division for an indefinite period of time.

7. Improper Use:

- 7.1 Video monitoring on buses is to be restricted to the uses indicated in this administrative procedure; and
- 7.2 The division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.

References

- Local Authority Freedom of Information and Protection of Privacy Act
- Sections 85, 87, 196, 197 Education Act

Date Approved Dates Amended:

February 29, 2024