

CLASS Business Unit:	Student Transportation
Operating Procedure:	Video Surveillance on School Buses
Reference:	STS-PRO-021-2014
Adopted:	January 29, 2014
Revised:	January 29, 2021

1.0 Scope

CLASS and its member Boards authorize the use of video surveillance equipment to enhance the safety of all students and employees. Video surveillance is also used to monitor Board property for protecting Board property against theft or vandalism; and assisting in the identification of intruders and persons endangering the health, well-being or safety of school community members.

2.0 Responsibility

2.1. School Administration Responsibility

The Principal is responsible for student disciplinary procedures as stated in the Education Act, Ontario Regulation 298, 23 (4c) which states that 'Every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends, while travelling on a school bus'. Law enforcement access is authorized by the Principal or designate.

2.2. Transportation Service Provider Responsibility

The Transportation Service Provider is responsible for the installation, maintenance of all video cameras, hardware and wiring.

2.3. CLASS Responsibility

CLASS will maintain control and responsibility for the selection and management of the video security surveillance system and software. CLASS will ensure that the equipment is in working order and management of the system follows this procedure.

3.0 Procedure

3.1. Consent

Acceptance and use of transportation services implies the consent of parents/guardians for the recording of data and use of the video surveillance system as outlined in this procedure.

3.2. Privacy

Authorized Personnel are expected to review and comply with these procedures and relevant statutes as outlined in the References while performing any duties and functions that are related to the operation of the video security surveillance program. School Administrators and CLASS employees that knowingly or deliberately breach the procedures or the provisions of the Acts or other relevant statutes may be subject to discipline. Any agreements between CLASS and Transportation Service Providers shall state that the records dealt with or created while delivering a video security surveillance program are under CLASS' control and subject to the Acts as listed in the References. Transportation Service Providers personnel will sign a written oath of confidentiality as required under the Agreement for Transportation. Any personnel of Transportation Service Providers that knowingly or deliberately breach these procedures or the provisions of the Acts or other relevant statutes may be found to be in breach of the contract.

Any student, staff member or member of the public who has been recorded by video surveillance equipment has a general right of access to his or her personal information. This right is recognized; however, an exemption may apply where disclosure would constitute an unjustified invasion of another individual's privacy. Access to an individual's own personal information in these circumstances may depend upon whether affected third parties consent to the disclosure, or whether any exempt information can be severed from the record.

Surveillance equipment shall not be used to collect personal information from non-public properties, if the properties are not board facilities and/or properties, and would not be accessible from an otherwise public location.

All recorded images are the property of CLASS.

3.3. Authorization

The following are considered Authorized Personnel for review of video surveillance:

- Principal/Vice-Principal or designate
- Transportation Service Provider Management
- CLASS General Manager or designate
- Police Agencies

Authorized personnel, where applicable, will have access to personal information collected through video security surveillance when necessary in the performance of their duties and where the access is necessary and proper in the discharge of administrative functions.

3.4. Training

Where applicable and appropriate, this procedure will be incorporated into training and orientation programs of CLASS and Transportation Service Providers.

3.5. Installation and Maintenance

Reception equipment such as video cameras, audio recorders or other devices will be installed in all school buses. The equipment will be in use always when buses are operated for CLASS.

Notice signs (Appendix A) provided by CLASS will be installed on all buses. Signs will be prominently displayed on the front and rear bulkheads of the buses so that the public has reasonable and adequate warning that surveillance is or may be in operation. Information will also include a contact name and telephone number.

Video monitors (hardware) will be situated in a controlled access location outside of public view. Only Authorized Personnel as outlines in section 3.3 will have access to this location and to the encrypted video recorded material.

Video recorded material removed from the bus will be stored in a controlled access location. It must be dated and identified with a unique sequential number.

CLASS will conduct regular audits to ensure that the equipment is in working order and management of the system follows CLASS procedures including governing legislation.

3.6. Managing Recorded Data

The Transportation Service Provider shall retain all recordings for a minimum of 30 days.

The Transportation Service Provider will store recordings requested for release by Authorized Personnel on the CLASS designated storage within two business days of initial request.

The Transportation Service Provider shall complete the *Video Recorded and Destruction Data Log*. Upon completion of the log; CLASS admin will provide access to the requested video to the requesting Authorized Personnel.

Recordings that are released to Authorized Personnel by the Transportation Service Provider shall be logged and kept for at least one (1) year following the date of their last release. Logs will be kept of all instances of release via the *Video Recorded and Destruction Data Log*, to provide a proper audit trail.

School Administrators may approve viewing or the release of recordings to Police Agencies upon their request in accordance with the appropriate Boards policy & procedure. In the event of viewing/release to Police Agencies; the school must notify CLASS admin so that the *Video Recorded and Destruction Data Log* can be updated with who the School Administrator released it to, with the destruction date extended to one (1) year from date of release.

Upon videos reaching the expiration of the one (1) year retention period; CLASS staff will delete the video and indicate its deletion in the internal online *Video Recorded and Destruction Data Log*.

4.0 Definitions

Term	Definition
Personal Information	Information about an identifiable individual, which includes, but is not limited to, information relating to an individual's race, colour, national or ethnic origin, sex and age. Therefore, a simple image on a video surveillance system that is clear enough to identify a person, or the activities in which he or she is engaged in, would meet the requirements of the definition of "personal information".
Reception Equipment	The equipment or device used to receive, whether wired or wirelessly, or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.
Storage Device	Refers to videotape, computer disk or drive, CD-ROM, computer chip, or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.
Video Surveillance System	Refers to a video, physical or other mechanical, electronic, wireless or digital surveillance system or device that enables continuous or periodic video recording or monitoring of individuals in school buildings and on school premises. In these Guidelines, the term video surveillance system includes an audio device, thermal imaging

	technology or any other component associated with recording the image of an individual.
Recorded Data	Any recorded data on the video surveillance system which may be viewed by the Transportation Service Provider, however has not been released to the School Principal, Police Agencies or School Board Administration.
Released Recordings	Any recorded data on the video surveillance system which has been released to the School Principal, Police Agencies or School Board Administration.

5.0 Appendices

Appendix A STS-PRO-021-2014 – Video Notification Signs – School Buses

6.0 References

Personal Information Protection and Electronic Documents Act (PIPEDA):
<http://laws.justice.gc.ca/eng/acts/P-8.6/>

Education Act - Ontario Regulation 298, 23 (4c):
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e02_e.htm

Information and Privacy Commissioner of Ontario - Guidelines for the Use of Video Surveillance – October 2015:
https://www.ipc.on.ca/wp-content/uploads/Resources/2015_Guidelines_Surveillance.pdf

Protocol between the Police and School Boards:
<https://www.lkdsb.net/Board/Community/SafeSchools/Documents/School-Police%20Protocol.pdf>

St. Clair Catholic District School Board – Video Surveillance Policy: <https://www.st-clair.net/Data/Sites/1/media/public/Corporate/C-Students/Use%20Video-Pol.pdf>

St. Clair Catholic District School Board – Video Surveillance Procedure:
<https://www.st-clair.net/Data/Sites/1/media/public/Corporate/C-Students/Use%20Video-Proc.pdf>

Lambton Kent District School Board Video Surveillance Policy:

<https://www.lkdsb.net/Board/PoliciesRegulations/Policies/Video%20Surveillance%20Pol.pdf>

Lambton Kent District School Board Video Surveillance Regulation:

<https://www.lkdsb.net/Board/PoliciesRegulations/Policies/Video%20Surveillance%20Regulations%20.pdf>