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3. Storage of Tapes

- 3.1 Videotapes shall be removed from the bus immediately after completion of the bus run.
- 3.2 Videotapes shall be stored in a locked filing cabinet within the bus garage office.
- 3.3 Videotapes shall not be edited or selectively erased. Videotapes are to be kept intact until totally erased or destroyed.

4. Viewing of Videotapes

- 4.1 Monitors for viewing videotapes shall not be located in a position that enables public viewing.
- 4.2 Any parent or legal guardian is entitled to view a videotape which includes his or her child/children. Students may view segments of tape relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. A student, parent or guardian has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third  
  
on any other ground recognized in the Freedom of Information and Protection of Privacy Act.
- 4.3 Viewing will take place only at the bus garage or at the school on appointment with the appropriate School District officials.
- 4.4 Videotapes shall not be shown to anyone other than School District staff, or the parents/guardians of the students involved, or the students themselves. Among School District staff only those employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.

5. Retention of Videotapes

- 5.1 Videotapes shall be erased within ten (10) working days unless: they are being retained at the request of the Transportation Supervisor, driver or parent/student set out in 5.3.
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