



Section Six: School District Facilities

645R – VIDEO SURVEILLANCE (REGULATIONS)

1. Use of Cameras

- 1.1 Video cameras may be used to monitor and/or to record.
- 1.2 Video surveillance camera locations must be approved by the School Planning Council and supported by the building administrator or the officers of the school district. Any change in camera location must be approved in the same manner.
- 1.3 Before video surveillance is introduced at a new site, a report must be provided to the Superintendent, explaining its necessity and identifying options for less invasive solutions. Additionally, the report must indicate that consultation with the school community has taken place and that the School Planning Council has approved the installation plan.
- 1.4 Signs must be clearly written and prominently displayed to notify the public of areas under video surveillance. Notices must include contact information for the building administrator/responsible for answering questions about the surveillance system.
- 1.5 Any exceptions to 1.4, such as a time limited specific investigation into criminal conduct, must be authorized by the Superintendent. This will be approved only if covert surveillance is essential to the investigation and this outweighs the privacy interests of those likely to be observed. Covert surveillance may not be authorized on an ongoing basis.
- 1.6 Generally, video surveillance is not to be used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. washrooms, private conference/meeting rooms). Any exception to this must be authorized by the Superintendent on the basis that no other option is feasible, the need is pressing and the privacy rights are outweighed. Surveillance of such locations may not be authorized on an ongoing basis.



Section Six: School District Facilities

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2. Security

- 2.1 Video cameras will be installed only by a designated employee or agent of the school district. Only designated employees/agents and the building administrator shall have access to the camera boxes. Only these employees shall handle the camera or recorded images.
- 2.2 Recorded images shall be stored in a secure location not normally accessible to students and the public.
- 2.3 Recorded images may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation.

3. Viewing of Recorded Images

- 3.1 Monitors used to view recorded images should not enable public viewing.

Recorded images may only be viewed by:

- the building administrator or individual authorizing camera installation;
- management staff responsible for transportation where the image is from a bus surveillance system;
- parents and students (see 3.2 below);
- school district staff with a direct involvement with the recorded contents of the specific recorded images;
- employees or agents responsible for the technical operations of the system (for technical purposes only);
- an employee or student facing any disciplinary action may authorize his/her union representative or other advocate to view the recorded images.
- Law enforcement agencies at the discretion of the Superintendent.

- 3.2 Parents/ guardians requesting to view recorded images of their child(ren) may do so. Students may view recorded images 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. Student/parent/guardian viewing must be done in the presence of an administrator.

A student/parent/guardian has the right to request an advocate be present during viewing. Viewing may be refused or limited if this would be an unreasonable invasion of a third party's personal privacy, would cause concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.



Section Six: School District Facilities

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4. Retention of Recorded Images

- 4.1 Where an incident may lead to a legal claim against the Board of Education, the recorded image, or a copy of it, shall be sent to the Board’s insurers.
- 4.2 Recorded images shall be erased within one month, unless they are being retained at the request of the building administrator, Board officer, employee, parent or student for documentation related to a specific incident, or are being transferred to the Board’s insurers.
- 4.3 Recorded images retained under 4.2 shall be erased as soon as the incident in question has been resolved, with one exception. If the recorded image has been used to make a decision about an individual, the recorded image must be kept for a minimum of one year (as required by the Freedom of Information and Protection of Privacy Act), unless earlier erasure is authorized by or on behalf of the individual.

5. Review

- 5.1 Each building administrator is responsible for the proper implementation and control of the video surveillance system.
- 5.2 The Superintendent of Schools, or his/her designate, shall conduct a review at least annually to ensure that this policy and regulations are being followed. The Superintendent will make a report to the Board on the use of video surveillance in the school district.