



POLICY 3300

VIDEO SURVEILLANCE ON SCHOOL PROPERTY

POLICY

The Board of School Trustees is supportive of the use of video surveillance on school property, including in schools, on school grounds and on buses.

Video surveillance cameras in a school facility or on school land may be installed for the purposes of protecting:

- a) the safety of individuals in a school facility or on school land,
- b) an individuals' belongings in a school facility or on school land, or
- c) school property.

The use of video surveillance must respect the privacy rights of students and others, balancing those rights with the obligation to provide a safe learning and working environment and the need to protect School District property from theft and vandalism.

POLICY 3300

VIDEO SURVEILLANCE ON SCHOOL PROPERTY

REGULATIONS

1. Installation of cameras and related equipment.
 - 1.1 Location of the cameras shall be consistent with incident logs indicating acts of vandalism, theft, and/or threats against personal safety in the relevant area.
 - 1.2 The incident logs will be maintained and located in the school office.
 - 1.3 Cameras shall be installed when there is reason to believe installation shall serve to deter or apprehend the person(s) involved.
 - 1.4 Cameras shall not be installed in a location where common sense public expectation of privacy is compromised (i.e. change rooms, washrooms, neighbourhood windows).
 - 1.5 Video monitors shall be installed in an area of restricted access and visibility.
 - 1.6 Only authorized administrative staff shall have access to the surveillance equipment and controls.
 - 1.7 Signs shall be posted at any site at which security cameras are installed. These signs shall indicate the presence of cameras for the purpose of surveillance.
 - 1.8 A School Planning Council may make recommendations to a Board to install and operate a video surveillance camera in a school facility or on school land for the purposes set out in this policy.
2. Operation of cameras and related equipment.
 - 2.1 Only appropriate administrative officers or service technicians shall have or allow necessary access to view monitors.
 - 2.2 Operation times shall be determined by incident log entries indicating times or time windows relative to incident times.
 - 2.3 Recordings shall be kept for a period not to exceed one (1) month except in instances when the information on the tape is used to make a decision that directly affects an individual, in which case the tape shall be retained for one (1) year.
 - 2.4 Any recordings that exceed these parameters shall be erased or degaussed to remove any recorded information.
 - 2.5 All recordings shall be stored securely and only released to those individuals authorized through the Freedom of Information and Privacy Act (e.g. police authorities) to receive tapes. The authorized individuals would receive the tape upon filling out a tape release form that will indicate: name, agency represented, time, date, and intended use or action.
 - 2.6 All recordings shall be labeled in a manner to facilitate identification and audits.

3. Administrative duties related to video surveillance cameras.

- 3.1 The Secretary Treasurer shall be appointed and assigned the duty of ensuring adherence to the specified guidelines. This person shall be identified as the contact person to all parties.
- 3.2 Principals and Vice-Principals assigned to the system at the sites shall be informed of the operational and administrative duties related to video surveillance in the school.
- 3.3 Any disclosure of recorded information shall follow the Freedom of Information and Protection of Privacy guidelines.



VIDEO SURVEILLANCE RECORDING RELEASE FORM

Name of School:

Location of video surveillance camera:

Name of individual seeking release of video surveillance recording:

Agency represented by individual:

Intended use of video taped information:

Date/Time of release:

Signature of Individual Requesting Release

Signature of Principal

Signature of Secretary Treasurer