

- Procedure Number: 905
 - Procedure Name: Video Surveillance
 - Date of Original: 2003 02 12
-

Video Surveillance**1. Use**

- 1.1 Video cameras may be used to monitor and/or record on School Board property, including buses.
- 1.2 Video surveillance camera locations must be requested by the building administrator (school principal or building supervisor) or the officers of the School District.
- 1.3 Before video surveillance is introduced at a new site, a report must be provided to the Superintendent of Schools, describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives.
- 1.4 The periods of surveillance should be minimalized.
- 1.5 Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time limited specific investigation into criminal conduct, must be authorized by the Superintendent of Schools on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.
- 1.6 Video surveillance is not to be ordinarily 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 of Schools on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.
- 1.7 Each building administrator or officer of the district is responsible for the proper implementation and control of the video surveillance system.

2. Security

- 2.1 Video cameras will be installed only by a designated employee or agent of the school district. Only designated employees or agents and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or videotapes.
 - 2.2 Videotapes shall be stored in a locked filing cabinet in an area to which students and the public do not normally have access.
 - 2.3 Tapes 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 Tapes

- 3.1 Video monitors used to view videotapes should not be located in a position that enables public viewing. Videotapes may only be viewed by the building administrator or officer of the district, by designated employees of the school district, by the R.C.M.P., by parents and students (3.2 below), or by school district staff with a direct involvement with the recorded contents of the specific videotape, or employees or agents responsible for the technical operations of the system (for technical purposes only). If an employee or student is facing any disciplinary action, he/she may authorize his/her union representative or other advocate to also view the tape.
- 3.2 Parents or guardians requesting to view a segment of tape that includes their child (ren) may do so. Students may view segments of tape relating to them 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 a building administrator (school principal or building supervisor) or an officer of the school district. 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 party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.

4. Retention of Videotapes

- 4.1 Where an incident raises a prospect of a legal claim against the Board, the tape, or a copy of it, shall be sent to the Board's insurers.
- 4.2 Videotapes shall be erased within one month, unless they are being retained at the request of the building administrator, officer of the school district, employee, parent or student for documentation related to a specific incident or are being transferred to the Board's insurers.
- 4.3 Tapes retained under 4.2 shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape 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 The Superintendent of Schools or his/her designate shall conduct a review at least annually to ensure that this policy and procedures are being adhered to and to make a report to the Board on the use of video surveillance in the school district.