



VIDEO SURVEILLANCE

Policy No. 5140

Effective: April 2012

Initial Adoption: June 2001

Preamble

For reasons of enhancing the safety of students and others on school premises and deterring destructive acts, the Board of Education authorizes the use of video surveillance equipment on School District property and buses supporting School District activities, where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed.

Policy

In dealing with surveillance of students, the Board of Education recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Thus video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

The Board of Education recognizes that the surveillance of students and drivers on board school buses can be useful in promoting safety and minimizing disputes. The Board of Education also recognizes that the surveillance of students and drivers is a matter of sensitivity, and therefore, the Board believes the use of video cameras on School District buses should be governed by strict policy guidelines to ensure safety, order and discipline, including prevention of vandalism.

A recording is recognized to be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Regulations

A. USE

1. Surveillance systems may be used to monitor and/or record.
2. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor), or the officers of the School District. The School Planning Council (SPC) of the affected school must be consulted and must approve of any permanent video surveillance camera installation and proposed locations before any authorization is granted. Any change in camera location must be authorized in the same manner.
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.

4. Video surveillance may be used at times and places where vandalism, safety or security issues are likely to occur.
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.
7. Temporary installations of video surveillance cameras for specific investigative purposes do not require the approval of the SPC.
8. Video surveillance within school buses is exempt from requiring SPC approval. All buses have or shall have video surveillance cameras installed to be used in accordance with the policy statement. All other guidelines below do apply to school bus surveillance recordings.

B. SECURITY

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 video surveillance equipment. Only these employees shall handle the camera or recordings.
2. Video recordings shall be stored in a locked filing cabinet in an area to which students and the public do not normally have access.
3. Recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation.

C. REAL TIME MONITORING

1. Real time monitoring generally takes place for the purpose of identifying problems that require immediate intervention and for the safety of people on the premises.
2. The monitor will be located in the administrative office area under the

direct supervision of staff that have been authorized by the Superintendent of Schools or building administrator (school principal or building supervisor).

D. VIEWING OF RECORDINGS

1. Monitors used to view recordings should not be located in a position that enables public viewing. Recordings may only be viewed by the building administrator or individual authorizing camera installation, by parents and students (see D 2. below), or by School District staff with a direct involvement with the recorded contents of the specific recording, 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 may authorize his union representative or other advocate to also view the tape.
2. Parents or guardians requesting to view a segment of a recording that includes their child/children may do so. Students may view segments of a recording 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 a principal and/or vice principal. 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*.

E. RETENTION OF RECORDINGS

1. Where an incident raises a prospect of a legal claim against the Board of Education, the recording, or a copy of it, shall be sent to the Board of Education's insurers.
2. Recordings 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.
3. Recordings retained under E 2. shall be erased as soon as the incident in question has been resolved, except that if the recording has been used in the making of a decision about an individual, the recording or a copy of it 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.

F. REVIEW

1. Each building administrator is responsible for the proper implementation and control of the video surveillance system.
2. An annual review of each video surveillance system must be undertaken that assesses if the installation and operation of the system is accomplishing its intended purpose (protecting safety of individuals and their belongings, or school property).
2. The Superintendent of Schools, or designate, shall share the annual review report with the Board on the use of video surveillance in the School District.

G. IMPROPER USE

3. Video surveillance is to be carried out in accordance with this policy and these procedures. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.