

## **ELECTRONIC SURVEILLANCE**

The Board of Education recognizes that video surveillance is necessary for the purposes of promoting school safety. Section 74.01 of the School Act, authorizes the use of video surveillance cameras on School District property and school buses for the purposes of enhancing the safety of students, staff, volunteers and the general public, protecting property, and deterring vandalism, violence and destructive acts.

The School District also recognizes the importance of personal privacy in our community, and supports the use of surveillance in a manner that minimizes encroachments upon the privacy of students, staff, volunteers and the general public. Accordingly, the use and operation of video surveillance within the School District will be subject to privacy considerations and applicable statutory limits and requirements.

### **1. Notice to Students and Parents**

If a surveillance camera is to be used within a school facility or on school land, the Board will provide notice of its plans to the applicable Parent Advisory Council. In accordance with and as required under Section 74.01 of the School Act, the Board must obtain the approval of the Parent Advisory Council before proceeding with implementation of the surveillance system, unless the system is temporary for a specific investigative purpose.

The School District will issue a bulletin to advise students and parents that an electronic surveillance system is in place on the School District school buses or premises. On any bus equipped for electronic surveillance students will be advised verbally by the driver. Where cameras are in place on school premises signs must be clearly written and prominently displayed to notify the public of video surveillance.

### **2. Privacy and Access to Cameras**

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)

Only supervisory staff shall have access to the surveillance equipment and recordings.

### **3. Security**

- a. Video cameras will be installed only by a designated employee or service provider of the School District. Only designated employees/service providers and the building administrator will have access to the surveillance videos. Only these employees can handle the camera or recorded images.
- b. Only authorized persons will have access to the system's controls and recording equipment, and the Board will limit such access to those of its authorized personnel with a need to exercise such access. Video monitors will not be located in a position that will enable public viewing, and reasonable security measures will be in place to secure surveillance equipment from unauthorized access, loss, theft or tampering.
- c. A log of all instances of access to and use of recording will be maintained.
- d. Recorded images will be stored in a secure location not normally accessible to students and the public, and can only be accessed by authorized personnel.
- e. Recorded images must never be sold, publicly viewed or distributed except as provided under this policy or as permitted under the Freedom of Information and Protection of Privacy Act or other applicable laws.

4. **Viewing of Recordings**

- a. Any parent or legal guardian is entitled to view a recording which includes his or her child/children. Students may view segments of the 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*. 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 any other ground recognized in the *Freedom of Information and Protection of Privacy Act*.
- b. Viewing will only take place at a designated location on appointment with the appropriate School District representative.
- c. Recordings shall not be shown to anyone other than School District staff, or the parents/guardians of the students involved, or the students themselves. Only School District staff with a direct involvement with the contents of the specific recording shall be permitted to view the recording.

5. **Retention of Recordings**

- a. On buses the recordings shall be overwritten as the hard drive reaches capacity unless they are being retained at the request of the Operations Supervisor, the driver or parent/guardian for documentation related to a specific incident, or for the School District's insurers where an incident raises a prospect of a legal claim against the School District.
- b. The Board reserves the right to use or share video tape for the purposes of investigation into any incident occurring on School District property, in connection with legal claims or the possible violation of laws. Video footage may, where appropriate, be shared with the School District's insurers or legal advisors, or used as evidence in legal proceedings.
- c. Recorded images will be erased within 30 days, unless they are being retained as documentation related to a specific incident, or are being transferred to the Board's insurers or legal advisors.
- d. Recorded images that are retained by the Board after 30 days will only be retained as necessary to fulfill the purposes for which it has been retained, subject to the record retention requirements under the Freedom of Information and Protection of Privacy Act and other applicable laws.

6. **Review**

- a. The Operations Supervisor is responsible for the proper implementation and control of the bus surveillance system and an annual review of the surveillance system to ensure that this administrative procedure is being adhered to.
- b. Each building administrator is responsible for the proper implementation and control of the video surveillance system on their premises.