

Coast Mountains Board of Education
School District 82

7000 Facilities, Grounds, Equipment

7130 **Video Surveillance**

Date Approved: November 2009

Responsibility Centre: Director of Facility Services

Policy

The Board authorizes the use of video surveillance equipment on School District property.

All video surveillance will be conducted in compliance with the provisions of the Freedom of Information and Protection of Privacy Act.

All video surveillance will be conducted in compliance with School District regulations.

Preamble: Purpose/Background/Guidelines

The Board believes that schools, buses and other work sites in the District should be safe and secure to protect individuals and property from harm. The Board also believes it is necessary to deter theft, destructive acts and acts of vandalism to District property.

To this end the Board supports the controlled use of video/electronic surveillance in the District where circumstances have shown that its benefits outweigh its impact on the privacy of those observed.

Consideration and subsequent approval of the use of electronic surveillance equipment shall only be granted where evidence that human supervision is either impractical or has shown to be ineffective and that electronic surveillance is likely to be effective for its stated purpose.

The Board also considers that the privacy of individuals should be protected and therefore the use of video surveillance must be controlled by regulations.

Regulations

1. Use

- 1.1 All video/electronic surveillance must be authorized by the Superintendent of Schools prior to placement.
- 1.2 Prior to the introduction or expansion of electronic surveillance methods or equipment a report must be provided to the

Superintendent and Secretary Treasurer documenting the reasons surveillance is being considered and identifying less intrusive alternatives that have been considered and why such alternatives are not sufficient or effective.

- 1.3 The report shall document verifiable evidence justifying the proposed surveillance such as property loss, safety concerns, security breaches or other compelling circumstances.
- 1.4 The report shall also document the consultation discussions with affected individuals such as students, parents, staff and or members of the public.
- 1.5 Video surveillance camera locations must be authorized by the Superintendent. Any change of camera locations must be authorized in the same manner.
- 1.6 Information collected through surveillance will be limited specifically to that which is needed to achieve the intended purpose.
- 1.7 Once a request is granted, notice shall be given to parents, students and staff, and a clearly worded public notification sign must be prominently displayed in areas that are subject to video surveillance. Notices and signage will include the specific purpose for the surveillance and the contact information for the person who can answer questions about the surveillance systems (School Principal). Notices can be given to students and sent home to parents in school newsletters.
- 1.8 Notwithstanding 1.5, covert surveillance may be conducted without notice in circumstances where a substantial problem such as significant property loss, safety or security issues have been identified and there is no reasonable effective alternative to covert surveillance to resolve the problem. Covert surveillance must be authorized by the Superintendent on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the individual.
- 1.9 Where a video camera system is in place on a school bus the School District shall advise parents and students. On any bus equipped for video camera operation there must be one or more decals advising that the camera system is in place. The decals must be prominently displayed on the interior of the bus. Students shall also be advised verbally by the bus driver. Where the regular assigned bus has been equipped for video operation, parents shall be advised by bulletin prior to the camera being utilized. Notice shall include the contact information for the Director of Facility Services, or designate, as the person who can answer questions about the operation of the system.

- 1.10 Video Surveillance systems in areas outside of school buildings shall only be positioned where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises
- 1.11 Video Surveillance cameras shall not be used to monitor areas where individuals have a reasonable expectation of privacy. Such areas shall include, but not limited to, change rooms, washrooms and private meeting/conference 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.

2. Installation & Operation

- 2.1 Video cameras will only be installed by a designated employee or agent of the Board.
- 2.2 Only designated employees or agents and the building administrator shall have access to the recording devices and its controls.
- 2.3 Video monitors will not be located in a position that will enable public viewing.
- 2.4 The duration of surveillance will be limited to the time necessary to achieve the purpose identified under section 1.2.
- 2.5 Video recordings shall be removed from the buses by an agent of the Board immediately after the run. If there is a need, the agent of the Board will label the recording with the date, time and bus number/ route number and deliver the recording to the Director of Facility Services.

3. Security & Retention

- 3.1 Videotapes, digital recordings and recorders shall be stored in a locked cabinet or secure area in a manner that only personnel authorized by the Superintendent have access to.
- 3.2 Recordings must not be sold. Recordings must not be viewed publicly or distributed except as provided by these regulations and appropriate legislation.
- 3.3 Where an incident raises the prospect of a legal claim against the Board of Education, the tape or digital recording, or a copy of it, shall be sent to the Secretary Treasurer for furtherance to Board's insurers.

- 3.4 Video tapes or digital recordings shall be erased within one month unless they are being retained at the request of the building administrator, Board officer, employee, parent/guardian or student for documentation related to a specific incident or are being transferred to the Board's insurers or the RCMP.
- 3.5 Recordings so retained 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 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.
- 3.6 All video tapes and digital recordings shall be labeled with the location, date and time of the recording.

4. Viewing Recordings

- 4.1 Monitors used to view recordings shall be located in a position that enables viewing only by an employee or agent of the Board as designated by the Superintendent.
- 4.2 Recordings may only be viewed by the personnel authorized by the Superintendent for that specific installation; by the parents/guardians and students as outlined in 4.3 below; by the School District staff with direct involvement in the recorded contents of the specific recording; or by the employees or agents responsible for the technical operation of the system(for technical purposes only). If an employee or student is facing any disciplinary action, they may authorize their union representative or other advocate to also view the recording.
- 4.3 Parents or guardians may be permitted to view a segment of a recording that includes their child/children. Students may view segments of a recording relating to themselves if they capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Viewing by parents, guardians and students be must be done in the presence of an administrator. A parent/guardian or student has the right to request an advocate present.
- 4.4 Viewing may be refused or limited where it is 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 grounds recognized in the Freedom of Information and Protection of Privacy Act.
- 4.5 A log shall be maintained of all episodes of access to or use of video recording.

5. Annual Review

- 5.1 The Superintendent of Schools or designate shall conduct an annual review to ensure that this policy and these regulations are being adhered to and to make a report to the Board on the use of video / electronic surveillance in the School District.

6. Improper Use

- 6.1 Video monitoring is to be carried out in accordance with this policy and regulations.
- 6.2 The Board will not accept the improper use of video surveillance and will take appropriate action in cases of wrongful use of this policy.

Freedom of Information and Protection of Privacy Act