

Administrative Procedure 6071 MR1

*Video Surveillance*

1. **Use**

- 1.1 Video cameras may be used to monitor and/or record.
- 1.2 Video surveillance camera locations must be authorized by the building administrator (school principal or site supervisor), or the officers of the school district. Any change in camera location must be authorized in the same manner.
- 1.3 Before video surveillance is introduced at a new site, a report must be provided to the superintendent of schools (or designate) 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 of public areas should be minimized.
- 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 (or designate) 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 (eg. bathrooms, private conference/meeting rooms). Any exception to this must be authorized by the superintendent of schools (or designate) 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. **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 or digital recordings.

- 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. Digital recordings shall be stored on computers with restricted access.
- 2.3 Videotapes and digital recordings 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 Videotapes and Digital Recordings**

- 3.1 Video monitors used to view videotapes or digital 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 (no. 3.2 below), or by school district staff with a direct involvement with the recorded contents of the specific videotape or digital 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/she may authorize his/her union representative or other advocate to also view the videotape or digital recording.
- 3.2 Parents or guardians requesting to view a segment of videotape or digital recording that includes their child/children may do so. Students may view segments of the videotape or digital 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 an administrator. 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 and Digital Recordings**

- 4.1 Where an incident raises a prospect of a legal claim against the school board, the recording, or a copy of it, shall be sent to the school board's insurers.
- 4.2 Videotapes and digital 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.

- 4.3 Videotapes and digital recordings retained under 4.2 shall be erased as soon as the incident in question has been resolved, except that if the videotape or digital recording has been used in the making of a decision about an individual, the videotape or digital recording 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 Each building administrator is responsible for the proper implementation and control of the video surveillance system.
- 5.2 The superintendent of schools or his designate shall conduct a review at least annually to ensure that this policy and regulation are being adhered to and to make a report to the school board on the use of video surveillance in the school district.
- 5.3 Video monitoring is to be carried out in accordance with this policy and these regulations. 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.