

# ADMINISTRATIVE REGULATIONS

TITLE: VIDEO SURVEILLANCE  
CATEGORY: HEALTH AND SAFETY  
NUMBER: 3280

---

## I. Rationale:

The Board of Education recognizes that controlled video surveillance can contribute to the safety of students, staff and others on district premises and can be a valuable tool to aid in investigation of destructive acts, theft and/or other criminal activities. The Board also recognizes its obligations to protect the privacy rights of individuals.

## II. Use of Cameras:

A. Video cameras may be used to monitor and/or record.

B. 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. The report will detail (if applicable) any specific incidents of property loss, safety or security breaches justifying the implementation of surveillance. The report must indicate that consultation with the school community, including Parent Advisory Councils, has taken place. If the requirement for surveillance is required on a temporary basis for a specific investigative purpose, the district reserves the right to waive consultation.

C. 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.

D. Where the Board deems it appropriate, the Board may undertake consultations with other affected individuals regarding the implementation of surveillance, such as students, parents, staff or members of the community.

E. Signs must be clearly written and prominently displayed to notify the public of video surveillance. Notices must include contact information for the building administrator or designated staff responsible for answering questions about the surveillance system. Signs indicating that video surveillance is in the area shall not be posted in locations where video surveillance is not operational.

F. The Superintendent of Schools or designate must authorize any exceptions to II.C (e.g. a time limited specific investigation into criminal conduct or identifying specific safety or security issues). Such authorization will only occur if covert surveillance is essential to the investigation

# ADMINISTRATIVE REGULATIONS

TITLE: VIDEO SURVEILLANCE  
CATEGORY: HEALTH AND SAFETY  
NUMBER: 3280

---

and this outweigh the privacy interest of those likely to be observed and after a detailed, comprehensible assessment of alternative options has occurred. Covert surveillance will not be authorized on an ongoing basis.

G. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor.) Any change in camera location must be authorized in the same manner.

H. Video surveillance is not to be used ordinarily in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms.) Any exception to this must be authorized by the Superintendent of Schools.

I. The periods of surveillance of public areas should be limited to times when problems are most likely to occur.

J. All organizations that rent/occupy any part of the school property after hours must be advised that a recording CCTV system is in use and could potentially capture individuals' images.

### III. 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 shall have access to the key that opens the camera boxes. Only these employees shall 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. 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. When implementation of an overt surveillance system has been authorized, the Board will ensure that affected staff, students, volunteers and the public are notified of signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance and contact information of the designated staff person who can answer questions about the surveillance system.

E. 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.

# ADMINISTRATIVE REGULATIONS

TITLE: VIDEO SURVEILLANCE  
CATEGORY: HEALTH AND SAFETY  
NUMBER: 3280

---

F. Recorded images may 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.

## IV. Viewing of Recorded Images

A. Video monitors used to view recorded images should not be located in a position that enables public viewing.

B. Recorded images will only be viewed by:

1. the building administrator or individual authorizing camera installation;
2. management staff responsible for transportation where the image is from a bus surveillance system;
3. parent and students (see IV.D below);
4. school district staff with a direct involvement with the recorded contents of the specific recorded images;
5. employees or agents responsible for the technical operations of the system (for technical purposes only);
6. an employee or student facing any disciplinary action may authorize their union representative or other advocate to view the recorded images; and
7. law enforcement agencies at the discretion of the administrator.

C. The site administrator has the authority to grant temporary emergency responder access to closed circuit monitoring for that site:

1. For a specific defined training exercise; and
2. In the event of an emergency situation.

D. Parents or guardians requesting to view a recorded images of their child(ren) will be permitted to the extent that such access is permissible under the *Freedom of Information and Protection of Privacy Act* and other applicable laws. Students may view recorded images 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*. 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*.

# ADMINISTRATIVE REGULATIONS

TITLE: VIDEO SURVEILLANCE  
CATEGORY: HEALTH AND SAFETY  
NUMBER: 3280

---

E. Student/parent/guardian viewing must take place in the presence of an administrator or authorized individual. A student/parent/guardian has the right to request that an advocate be present during viewing.

## V. Retention of Recorded Images

A. The Board reserves the right to use or share recorded images for the purposes of investigation into any incident occurring on School District property, in connection with legal claims or the possible violation of laws. Recorded footage may, where appropriate, be shared with the School District's insurers or legal advisors, or used as evidence in legal proceedings.

B. Recorded images shall be erased within one month, unless they are being retained as documentation related to a specific incident, or are being transferred to the board's insurers or legal advisors.

C. Recorded images that are retained under V.B 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.

## VI. Review

A. Each building administrator is responsible for the proper implementation and control of the video surveillance system.

B. The Superintendent of Schools, or designate, will conduct a review at least annually to ensure that this regulation is being adhered to. The Superintendent will make a report to the Board on the use of video surveillance in the School District.

Received: November 2018

References: