



**POLICY 3300
VIDEO SURVEILLANCE
ON SCHOOL PROPERTY**

POLICY

The Board of School Trustees is supportive of the use of video surveillance on School District property and facilities, and on school buses.

Video surveillance cameras in a school facility or on school land or buses may be installed for the purposes of protecting:

- a) the safety of individuals in a school facility, on school land, or on a bus
- b) an individual's belongings in a school facility, on school land, or on a bus, or
- c) school property.

The use of video surveillance must respect the privacy rights of students and others, balancing those rights with the obligation to provide a safe learning and working environment and the need to protect School District property from theft and vandalism.



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REGULATIONS

1. INSTALLATION OF CAMERAS AND RELATED EQUIPMENT

- 1.1 Cameras shall be located in areas where they will assist in enhancing safety and security.
- 1.2 Cameras shall not be installed in a location where common sense public expectation of privacy is compromised (i.e. change rooms, washrooms, neighbourhood windows).
- 1.3 Live video monitors shall be installed in an area of restricted access (i.e. the school office) and shall be monitored on an ongoing basis.
- 1.4 Signs shall be posted at any site at which security cameras are installed. These signs shall indicate the presence of cameras for the purpose of surveillance.
- 1.5 A School Parent Advisory Council may make recommendations to the Board to have video surveillance equipment installed at that school consistent with this Policy.
- 1.6 The Board will do an annual review to assess whether the objectives of this Policy are being met.

2. OPERATION OF CAMERAS AND RELATED EQUIPMENT

- 2.1 Only appropriate administrative personnel or service technicians shall have or allow necessary access to recorded video information.
- 2.2 Copies of recordings created by the system shall only be released to those agencies so authorized under the Freedom of Information/Protection of Privacy Act (FOIPPA) guidelines (i.e. police authorities). In such cases, the attached release form shall be completed and filed. Copies of recordings which are not required for purposes of an investigation shall be destroyed after a period of one year.
- 2.3 All copies of recordings shall be filed in a manner to facilitate identification and audits.

3. ADMINISTRATIVE DUTIES RELATED TO VIDEO SURVEILLANCE CAMERAS

- 3.1 The Secretary Treasurer shall be appointed and assigned the duty of ensuring adherence to the specified guidelines. This person shall be identified as the contact person to all parties.
- 3.2 Administrative personnel assigned to the system at the sites shall be informed of the operational and administrative duties related to video surveillance at the site.
- 3.3 Administrative personnel shall review their expectations with appropriate staff regarding the monitoring of displays and the process for reporting any incidents.
- 3.4 Any disclosure of recorded information shall follow the FOIPPA guidelines.



VIDEO SURVEILLANCE RECORDING RELEASE FORM

Name of School:

Location of video surveillance camera:

Name of individual seeking release of video surveillance recording:

Agency represented by individual:

Intended use of video file:

Date/Time of release:

Signature of Individual Requesting Release

Signature of Administrator/Supervisor

Signature of Secretary Treasurer