

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO. 2070
FINANCE & FACILITIES	<u>Video Surveillance – Exterior of Properties</u>	

**DATE ADOPTED:** May 10, 2016

**DATE REVIEWED:** March 13, 2018

The Board of Education believes for reasons of, deterring acts of vandalism, crime, and inappropriate behavior and enhancing student safety, the Board authorizes the use of video surveillance equipment on the exterior of School District property. The Board of Education recognizes their responsibility to provide a learning environment for student, staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy balanced with commitment for the protection of District property and the property of others.

In balancing the actions associated with these beliefs, the Board of Education recognizes the value of video surveillance systems and supports their limited use on Board property. Such use shall comply with all federal and provincial legislation and regulation, and with the Regulation associated with this policy.

The Board therefore authorizes the use of video surveillance on School District property, where circumstances have shown that it is necessary. This surveillance is not intended to monitor the work of staff or students.

### R E G U L A T I O N S

**These regulations are intended to comply with the Video Surveillance guidelines of the *Privacy Guidelines for Use of Video Surveillance Technology by Public Bodies*.**

#### 1. Use of Video Surveillance Systems:

1.1 Video surveillance systems may be used to monitor and/or record activity that occurs on property that is owned or leased by the District as according to the *School Act*.

1.2 Video surveillance systems may be placed only in areas where surveillance has proven to be necessary as a result of prior property damages or related security incidents, or in areas the surveillance is deemed to be a deterrent.

- 1.3 Before video surveillance is introduced at a new site, a written report must be provided to the Superintendent of Schools, or designate, for approval.
- 1.4 Written approval by staff must be received from the Superintendent of Schools, or designate, before video surveillance is introduced at a site.
- 1.5 Video surveillance camera locations must be authorized by the Superintendent of Schools or designate. Any significant change in the camera location must be authorized in the same manner.
- 1.6 Signage will be displayed at all video surveillance sites.
- 1.7 Video recordings may be used by the Board as evidence in any disciplinary action brought against an individual arising out of the individual's conduct on or about Board property and/or to detect criminal offences that occur in view of the camera.

## 2. Security:

- 2.1 Only a designated employee or an agent of the District is permitted to install video cameras. Only the school Principal, designated employees or agents of the District shall handle the camera or video recordings.
- 2.2 Electronic recordings must be securely stored.
- 2.3 Video recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this Policy and appropriate legislation.

## 3. Real Time Monitoring:

Real time monitoring shall only be used when there is an expectation of serious misconduct impacting the safety and security of students, staff, volunteers or property. The Superintendent of Schools or designate must approve all real time monitoring.

## 4. Viewing of Video Recordings:

- 4.1 An individual who is the subject of video surveillance has the right to request access to the video recording in accordance with the provision of the Freedom of Information and Protection of Privacy Act.
- 4.2 Parents or guardians may be requested by the District to review a segment of a video recording related to a specific incident involving their child or children, unless the review might violate the privacy of a third party.
- 4.3 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act of British Columbia or any rules and regulations there under. The Superintendent of Schools or designate shall ensure that a Video Recording

Release Form is completed before releasing video recordings to appropriate authorities or third parties.

4.4 Video monitors used to view video recordings shall not be located in public view.

4.5 A master log shall be maintained of all episodes of access to, or use of, video recordings.

5. Retention of Video Recordings:

5.1 Video recordings shall be erased or otherwise disposed of within 90 days, unless they are being retained at the request of the school Principal, District official, employee, parent, or student for documentation related to a specific incident, or are being transferred to the District's insurers.

5.2 Video recordings retained under 5.1 above shall be erased or otherwise disposed of as soon as the incident in question has been resolved. Video recordings that have been used to make a decision directly affecting an individual shall be retained for a minimum of one year after disposition of the incident.

5.3 Where an incident raises a prospect of a legal claim against the District, a copy of the video recording, shall be sent to the District's insurers.

5.4 Video recordings shall be disposed of in a secure manner.

6. Review:

6.1 The Superintendent of Schools or designate shall conduct a review annually to ensure that this Policy/Regulation is being followed according to the School Act.