

ROLLING RIVER SCHOOL DIVISION POLICY

Video Surveillance

ECAC/P

For reasons of enhancing the safety of students and others on school premises and deterring destructive acts, the Board authorizes the use of video surveillance equipment on school division property where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed.

In dealing with surveillance of schools, the Board recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Thus video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

Video monitoring is to be carried out in accordance with this policy and regulations. The Board will take appropriate action in the event that any video surveillance is carried out contrary to this policy and these procedures.

The Board requires that video surveillance technology use must comply with the provisions of the Freedom of Information and Protection of Privacy Act.

Index Regulation

Date Adopted: February 6, 2003

Date Re-affirmed: October 24, 2007

Date Revised: April 8, 2008

ROLLING RIVER SCHOOL DIVISION REGULATION

Video Surveillance

ECAC/R

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 Superintendent of the school division. 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, describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives.
- 1.4 Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance.
- 1.5 The school shall notify its students and staff that video surveillance will occur on school property. The school shall incorporate said notice in the student handbooks.
- 1.6 Cameras shall only be installed in identified public areas. Areas chosen for surveillance shall be where surveillance is a necessary and viable deterrent to inappropriate behaviour. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e. washrooms, change rooms and staff rooms. Cameras shall not be directed towards private property.

2. Security

- 2.1 In schools only the school principal (or designate) will have access to video surveillance equipment. The Transportation Supervisor (or designate) will have access to video surveillance equipment on school buses.
- 2.2 Video monitors used to view recorded images shall be in a secure location which prevents public viewing.
- 2.3 Recorded images can be stored up to five days at which time they will be "erased". An exception to this would be images retained to support a dispute or legal action. Recorded images that are retained will be stored on CD.ROM and locked in a secure place.
- 2.4 Parents or guardians requesting to view a segment of recorded images that includes their child(ren) may do so. Students may view segments of recorded images relating to themselves if they are capable of exercising their own

ROLLING RIVER SCHOOL DIVISION REGULATION

Video Surveillance – Continued

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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.

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