

Video Surveillance Policy

I. Purpose

The Board agrees to allow the use of Electronic Surveillance to promote the safety and security of students, the protection of school property, deterrence and the prevention of criminal activities and the enforcement of school rules.

II. Definitions

Electronic Surveillance is a term that refers to video-digital components of multi-media surveillance.

III. Guidelines for video monitoring on school Property

A. Camera Location, Operation and Control:

- i. School buildings, grounds and buses may be equipped with video monitoring devices.
- ii. Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.
- iii. Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
- iv. **Cameras shall not be used to monitor inside bathrooms.**
- v. The School Director shall be the one responsible to manage and audit the use and security of monitoring cameras; monitors; computers used to store images; computer diskettes and all other video records.
- vi. Only individuals authorized by the School Director in accordance with policy, shall have access to video monitors, or be permitted to operate the controls.

B. Notification

- i. Signs advising users of the premises of video surveillance practices should notify individuals of the area in which surveillance is conducted; hours during which surveillance is conducted; and the contact person who can answer questions about the surveillance system, including a telephone number for contact purposes.
- ii. All staff shall be made aware of the Board's video surveillance guidelines and practices.
- iii. The School Director shall inform students, staff, and parents at the beginning of each school year that the administration will be monitoring all activity that occurs at designated monitoring points throughout the school year and explain the purpose for such monitoring practice.

C. Use of Video Recordings

- i. A video recording of actions by students may be used by the Board or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about school property.
- ii. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy and school rules.
- iii. The school may use video surveillance to detect or deter criminal offenses that occur in view of the camera.

- iv. The school or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
 - v. The school shall not use video monitoring for other purposes unless expressly authorized by or under an Act or enactment.
- D. Protection of Information and Disclosure/Security and Retention of Tapes
- i. All video records not in use should be securely stored in a locked receptacle.
 - ii. The School Director must authorize access to all video records.
 - iii. Video records will be routinely retained for a minimum of thirty (30) calendar days. The School Director may decide to retain an individual video record for a longer period of time if deemed necessary.
- E. Disposal or Destruction of Recordings
- i. All recordings shall be disposed of in a secure manner.
- F. Video Monitors and Viewing
- i. Only the School Director or individuals authorized by the School Director shall have access to video monitors while they are in operation.
 - ii. Video monitors should be in controlled access areas wherever possible.
 - iii. Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.
- G. Disclosure
- i. Recordings shall not be disclosed except in accordance with this policy. Disclosure of video records shall be on a need to know basis, in order to comply with the Board's policy objectives, including the promotion of the safety and security of students, the protection of school property, deterrence, and the prevention of criminal activities and the enforcement of school rules.
- H. Access to Personal Information
- i. An individual who is the subject of video monitoring has the right to request access to the recording in accordance with applicable legislation and any rules or regulations thereunder. Access in full or part may be refused on one of the grounds set out within the legislation.
- I. Media, Videotaping, and Photography Policy
- i. From time to time students may be videotaped, photographed, or interviewed for news or promotional purposes. Parents who prefer their children not be included should notify the school director in writing. This notification will remain in the student's records throughout their time at Sugar Creek or until amended by their parents.
 - ii. Video or photography for instructional purposes is not covered by this policy. All students will participate in instructional activities that will include videotaping or photography. Images of students who have opted out will not be used for any other purpose.

IV. Guidelines for video monitoring on School Buses

A. Camera Location, Operation and Control:

- i. The school administrators may approve the equipping of school buses with video monitoring devices for monitoring student behavior.
- ii. Video monitoring equipment shall be in operation on a random basis as determined necessary by the school administration to monitor student behavior or the action of bus drivers.
- iii. The school administration shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.
- iv. Students shall be informed by the School Director at the beginning of each school year that the school may be recording student behavior on school buses and the purposes of such practices.
- v. Video records may be released to third parties or applicants in conformance with applicable legislation and any rules or regulations thereunder.
- vi. An individual who is the subject of video monitoring has the right to request access to the recording in accordance with applicable legislation and any rules or regulations thereunder. Access in full or part may be refused on one of the grounds set out within the legislation.