



# Administrative Regulations

## ADMINISTRATION

1890

### VIDEO SURVEILLANCE

#### A. Use

1. Video cameras may be used to monitor and/or record.
2. 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.
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.
4. The periods of surveillance of public areas should be limited to times when problems are most likely to occur.
5. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent of Schools.
6. 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.

#### B. Security

1. Video cameras will be installed only by a designated employee or agent to the school district. Only designated employees or agents and the building administrator shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or videotapes.

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**Date approved:**

**Reference:**

**Date revised:**

**Supt. Signature:**



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### VIDEO SURVEILLANCE (continued)

2. Videotapes shall be stored in a locked filing cabinet in an area to which students and the public do not normally have access.
3. Tapes may never be sold, publicly viewed or distributed in any fashion other than as provided for by this policy and appropriate legislation.

### C. Viewing of Tapes

1. Video monitors used to view videotapes should not be located in a position that enables public viewing. Videotapes may only be viewed by the building administrator or individual authorizing camera installation, by authorized parents and students (No. C. 2 below), or by school district staff with direct involvement with the recorded contents of the specific videotape, or employees or agents responsible for the technical operations of the system (for technical purposes only.)
2. Parents or guardians requesting to view a segment of tape that includes their child/children may do so. Students may view segments of tape relating to themselves. 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.

### D. Retention of Videotapes

1. Where an incident raises a prospect of a legal claim against the school board, the tape, or a copy of it, shall be sent to the school board's insurers.
2. Videotapes shall be erased within one month unless they are being retained at the request of the building administrator, board officer, employee, parent or student for documentation relating to a specific incident, or are being transferred to the board's insurers.

<b>Date approved:</b>	<b>Reference:</b>
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### VIDEO SURVEILLANCE (continued)

3. Tapes retained under D. 2 shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf on the individual.

#### E. Review

1. Each building administrator is responsible for the proper implementation and control of the video surveillance system.
2. The Superintendent of Schools or his designate shall conduct a review at least annually to ensure that this policy and procedures are being adhered to.
3. Video monitoring is to be carried out in accordance with this policy and these procedures.

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<b>Date approved:</b> August 1, 2001	<b>Reference:</b> Policies 1.3, 4.6
<b>Date revised:</b>	<b>Supt. Signature:</b>