



VIDEO SURVEILLANCE CAMERAS IN SCHOOLS

Responsibility: *Superintendent, Human Resource Services
Manager, Health, Safety & Security
Security Systems Officer*

Legal References: *Nil*

Related References: *Nil*

Revisions:

Reviewed: *January 2016*

1. Preamble

- 1.1 The procedures that follow provide guidelines and expectations for the use of video surveillance cameras in schools.

2. General

- 2.1 Main entrance cameras and office monitors will be installed only in identified public areas for the purpose of ensuring the ongoing safety of students, staff and property.
- 2.2 The equipment monitors live to identify spaces that cannot be seen by the main office. This equipment does not record any persons or activity and does not have any history of events.
- 2.3 Installation and maintenance of all video equipment is the responsibility of the Health, Safety, and Security Department.

3. Recording Video Equipment

- 3.1 The recording video equipment monitors and records activity to identify spaces and persons in public areas for the purpose of ensuring the ongoing safety of students, staff and property.
- 3.2 Monitoring of places where students, staff or authorized visitors have an expectation of privacy (change rooms, washrooms) is prohibited.
- 3.3 Appropriate video surveillance notification signs must be prominently displayed in buildings where there is video surveillance.
- 3.4 All video images shall be stored securely in a locked and secure location. All videos will be dated and labeled.
- 3.5 Only school administration or authorized Board personnel will have access to view video images. A log will be maintained to document all instances of access to and use of video material.
- 3.6 Access to video equipment is restricted to those directly responsible (Principal or designate).
- 3.7 Installation and maintenance of all video equipment is the responsibility of the Health, Safety, and Security Department.

- 3.8 Covert surveillance will only be employed in specific, limited circumstances approved by the Superintendent, Human Resource Services, or designate.