

3123: VIDEO SURVEILLANCE – FACILITIES AND SCHOOL BUS (AP)

Approved: 19 02 12

Amended: 26 06 02

ADMINISTRATIVE PROCEDURE

A. Video Surveillance – Facilities Purpose

A recorded video and/or audio file is recognized to be “personal information” and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Other guiding legislation includes the Office of the Information and Privacy Commissioner of BC (OIPC), and the School Act.

Procedure

1.0 Use

- 1.1 Video cameras may be used to monitor and record images and videos. Further reference to video surveillance shall include the recording and monitoring of both images and video.
- 1.2 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.
- 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. 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 on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.
- 1.5 Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms). The Superintendent of Schools

must authorize any exception to this on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

2.0 Security

- 2.0 Only a designated employee or agent of the school district will install video cameras. 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 video files.
- 2.1 Video files shall be stored in a manner to which students and the public do not have access.
- 2.2 Files may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation.

3.0 Viewing of Files

- 3.1 Video monitors used to view video files should not be located in a position that enables public viewing.
- 3.2 Video files may only be viewed by:
 - the building administrator or individual authorizing camera installation
 - parents and students (3.3 below)
 - school district staff with a direct involvement with the recorded contents of the specific video file
 - employees or agents responsible for the technical operations of the system (for technical purposes only)
 - If an employee or student is facing any disciplinary action, they may authorize their union representative or other advocate to also view the video file.
- 3.3 Parents or guardians requesting to view a segment of a video file that includes their child/children may do so. Students may view segments of the file relating to themselves if they are capable of exercising their own 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*.

4.0 Retention of Video Files

- 4.1 Where an incident raises a prospect of a legal claim against the School Board, the file, or a copy of it, shall be sent to the School Board's insurers.
- 4.2 Video files shall be erased within one month unless they are being retained in accordance with FOIPPA s.31 at the request of the building administrator, Board officer, employee, parent or student for documentation related to a specific incident, or are being transferred to either the RCMP or the Board's insurers.
- 4.3 Files retained under 4.2 shall be erased as soon as the incident in question has been resolved, except that if the file has been used in the making of a decision about an individual, the file 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 of the individual.

5.0 Review

- 5.1 Each building administrator is responsible for the proper implementation and control of the video surveillance system.
- 5.2 The Superintendent of Schools or designate shall conduct a review at least annually to ensure that this policy and these procedures are being adhered to and to make a report to the Board on the use of video surveillance in the school district.
- 5.3 Video monitoring is to be carried out in accordance with this policy and these procedures. The Board will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.
- 5.4 Covert surveillance may only be authorized by the Superintendent where:
 - 5.4.1 It is time-limited and directly related to a specific investigation of suspected criminal or seriously harmful activity;
 - 5.4.2 No other supervision options are feasible; and
 - 5.4.3 The need outweighs the privacy interests of those likely to be observed.Covert surveillance must never be authorized on an ongoing basis.

B. Video Surveillance – School Bus Purpose

On-board video recording is to be conducted only for the purpose of promoting bus safety and discipline. Video recording is not to be conducted for any other purpose. All applicable procedures in the above section "*Video Surveillance –Facilities Purpose*" also apply in this section unless stated otherwise.

6.0 Notice to Students and Parents

- 6.1. The school district will advise students that an electronic video surveillance system is in place in the district's school buses. On any bus equipped for video camera operation, one or more decals advising that a camera system is in place will be prominently displayed on the interior of the bus.

7.0 Access to Cameras

- 7.1. Only supervisory staff, designated mechanical staff and bus drivers shall have access to the ~~key that opens the~~ camera system. Only these employees shall handle the recording device.

8.0 Storage of Files

- 8.1 Video files, when deemed necessary to view, shall be removed from the bus immediately after completion of the bus run.

9.0 Viewing of Video Files

- 9.1 Viewing will only take place at the Transportation Department Office or at the school, on appointment with the appropriate School District officials.

10.0 Retention of Video Files

- 10.1 Video files stored on the bus hard drive will automatically erase based on storage capacity, which is usually less than one month. Pulling these files and storing them externally will only be done if:
- 10.1.1 they are being retained at the request of the Transportation Supervisor, driver or parent/student for documentation related to a specific incident; or
 - 10.1.2 they are being sent to the RCMP; or
 - 10.1.3 they are being sent to the Board's insurers (School Protection Program).

11.0 Review

- 11.1 The Transportation Supervisor is responsible for the proper implementation and control of the video surveillance system.

RESOURCES

- *Freedom of Information and Protection of Privacy Act*
- Office of the Information and Privacy Commissioner of BC (OIPC)
- *School Act*
- XXX: Video Surveillance – Facilities and School Buses (P)