



Video Surveillance

Background

KTCEA is committed to protecting students, staff and property at all times. Video surveillance can act as a deterrent against harassment of people or property damage.

At the same time, KTCEA acknowledges that people who are surveilled have rights to privacy. The need to protect people and property must be balanced with individual privacy rights.

Guidelines

KTCEA recognizes that use of video surveillance reduces privacy rights of individuals but will permit its use at schools and on buses.

Use of video surveillance must be in accordance with provisions of the Freedom of Information and Protection of Privacy Act.

#	Procedure	Roles & Responsibilities
1.	<p>Public notification signs will be prominently displayed in areas subject to video surveillance, including vehicles.</p> <p>1.1 Parents will be notified upon registering at a school that students may be monitored by video surveillance.</p> <p>1.2 The following notification will be posted on every bus fitted with a video camera: "This bus is equipped with video monitoring equipment".</p>	Transportation Manager, Principals
2.	Video surveillance can include recording and storing information captured on a video camera.	Associate Superintendent Facilities & Operations
3.	<p>Video camera locations at schools or on vehicles will be approved by the Associate Superintendent Facilities & Operations in consultation with managers, principals and other staff.</p> <p>3.1 Video surveillance may not be used in locations where confidential or private activities and functions are carried out, such as washrooms and change rooms.</p> <p>3.2 Notwithstanding (3.1) above, the Superintendent may authorize an exception on a one-time basis in such locations if it is deemed that no other supervision is feasible and the need for surveillance outweighs the privacy interest of the individuals being observed.</p>	Superintendent, Associate Superintendent Facilities & Operations, Transportation Manager, Principals
4.	The principal is responsible for the use and operation of video surveillance at schools.	Principals

5.	The Transportation Manager is responsible for the use and operation of video surveillance on school buses.	Transportation Manager
6.	<p>Covert video surveillance at any KTCEA location may be authorized by the Superintendent to support a specific investigation, such as suspected criminal conduct, where it is warranted and deemed essential to the success of the investigation.</p> <p>6.1 Covert surveillance shall not be authorized on an ongoing basis.</p>	Superintendent
7.	<p>With regard to installation of video recording equipment, only the Information Technology Manager or designated agent shall</p> <p>7.1 install video surveillance cameras.</p> <p>7.2 have access to the digital information storage device connected to the cameras.</p> <p>7.3 handle the cameras, storage equipment or digital recordings.</p>	Superintendent, IT Manager
8.	Digital recordings shall be stored securely and in a manner that prevents unauthorized access, such as a computer storage device or server that has secured, restricted access.	IT Manager
9.	<p>With regard to viewing video recordings</p> <p>9.1 video recordings may only be retrieved or accessed by the IT Manager or designate, and may only be reviewed by the Principal of the school location or the Transportation Manager in the case of a recording taken on a school bus.</p> <p>9.2 video monitors that are used to review recordings must not be located in a place that allows for unintentional viewing by unauthorized people.</p> <p>9.3 the Superintendent may authorize other staff members or family members to view video recordings as deemed prudent.</p> <p>9.4 a staff person facing disciplinary action may authorize an advocate to review the recording, but the advocate may do so only in the presence of the staff person and another staff person designated by the Superintendent.</p> <p>9.5 a student facing an administrative action and/or the student's parent, may authorize an advocate to review the recording, but may do so only in the presence of the student or parent and another staff person designated by the Superintendent.</p> <p>9.6 viewing by any person may be refused by the Superintendent where the 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 <i>Freedom of Information and Protection of Privacy Act</i>.</p>	Superintendent, IT Manager, Transportation Manager

10	<p>With regard to retention of video recordings</p> <p>10.1 where an incident captured on a video recording raises the prospect of a legal action against KTCEA, the recording shall be sent to KTCEA legal counsel and to KTCEA insurers.</p> <p>10.2 recordings associated with an administrative action, a legal action, or a disciplinary action will be erased as soon as the action has been resolved or after one year, whichever comes later.</p> <p>10.3 general recordings will be retained for one year as required by the <i>Freedom of Information and Protection of Privacy Act</i>.</p>	<p>Superintendent, Associate Superintendent Facilities & Operations, IT Manager, designate</p>
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Definitions:

Not Applicable

References:

- Policy 3 – Respectful, Caring and Safe Schools and Workplaces
- Policy 13 – Technology and Student Information
- Freedom of Information and Protection of Privacy Act
- Canadian Charter of Rights and Freedoms
- Canadian Criminal Code
- Copyright Act
- AP 140A Responsible Use of Technology - Students
- AP 140B Responsible Use of Technology - Staff
- AP 140C Digital Citizenship Agreement for Responsible Use of KTCEA Technology

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.