



Adopted: 2017-11-14	Reviewed:	Amended:
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POLICY

SUBJECT: **Surveillance Cameras**

For reasons of enhancing the safety of students and others on school premises and school buses, and for deterring destructive acts and for security, the Board of Education authorizes the use of video surveillance equipment on District property, where administration determines the benefits of its use outweighs its impact on the privacy of those observed.

In dealing with surveillance of students, the Board recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Thus, video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy and employee privacy rights.

Recordings from video surveillance are recognized to be subject to the provisions of the [Freedom of Information and Protection of Privacy Act](#).



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REGULATIONS

SUBJECT: [Surveillance Cameras](#)

1. Use
 - a. Surveillance equipment may be used to monitor and/or record
 - b. Before surveillance equipment is introduced at a new district or school location, a report must be provided to the Superintendent of Schools describing the circumstances that indicate the necessity of having surveillance at that site.
 - c. If surveillance equipment is being added to a school site the school's Parent Advisory Council must agree to the installation ([School Act 74.01](#)).
 - d. Time limited surveillance, conducted for a specific investigation into criminal conduct and authorized by the Superintendent, does not require PAC approval or knowledge.
 - e. A Parent Advisory Council may also suggest the installation of surveillance equipment subject to the requirements of this policy.
 - f. Installation of surveillance equipment on school buses or other sites other than schools does not require approval by a Parent Advisory Council.
 - g. 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 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 another person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

2. Security
 - a. Only a designated employee or agent of the District will install Surveillance equipment. Only designated employees or agents and the principal (or designate) shall have access to the key that opens the camera boxes. Only these employees or designate shall handle the recordings.
 - b. Recordings will be securely stored and may never be sold or publicly viewed.

3. Viewing of Recordings
 - a. Recordings may only be viewed by the principal or individual authorizing camera installation, by parents and students as outlined in Regulation 3(b), or by District staff with a direct involvement with the recorded contents of the specific recordings, or employees or agents responsible for the technical operations of the system (for technical purposes only).
 - b. Parents or guardians may review a segment of tape if the segment relates to a specific incident (e.g. accident or misconduct) involving their child or children,

unless the review might violate the privacy of a third party. In that case, the review should not take place unless authorized by the District Information and Privacy Coordinator or the position designated as head for Freedom of Information purposes.

- c. Where an incident raises a prospect of a legal claim against the Board, surveillance material, shall be sent to the Board's insurers.
4. Retention of Recordings
 - a. Recordings will be disposed of in keeping with [Policy 1050 Retention and Disposal of School District Documents](#).
 5. Review
 - a. Each principal or non-school site supervisor is responsible for the proper implementation and control of the surveillance system and will conduct an annual review and report to the Superintendent or designate to ensure that this policy is being adhered to.



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Form 1: SD78 Policy 4070 Surveillance Cameras

School Surveillance Camera Annual Review Form

School or District location:

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I have reviewed the above mentioned location's use of surveillance cameras and equipment, and conclude that its use is in keeping with Policy 4070 of School District 78 and the BC School Act.

Name: _____

Signature: _____

Date: _____

Please submit to the Superintendent of Schools.