

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION**

**POLICY and PROCEDURE**

| <b>Number</b> | <b>Title</b>             | <b>Effective Date</b> | <b>Revision Date(s)</b>      | <b>Pages</b> |
|---------------|--------------------------|-----------------------|------------------------------|--------------|
| 201           | Video Monitoring Systems | June 19, 2007         | May 6, 2014<br>December 2018 | 3            |

**It is the policy of the Tri-County Regional Centre for Education to use video monitoring systems in its schools, administrative sites, and on school buses; the installation of video monitoring systems shall be on a site-by-site basis as determined by circumstances and resources.**

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**General**

The intent of this policy is to make schools safer places for learning and teaching, to prevent damage to Tri-County Regional Centre for Education (Tri-County Regional Centre for Education) property and to allow the Tri-County Regional Centre for Education to respond to inappropriate behavior. The Tri-County Regional Centre for Education has considered the expectation of privacy of persons using school facilities and has determined that the video monitoring authorized by this policy is not a meaningful invasion of privacy.

In the enforcement of this policy and supporting procedures, the Tri-County Regional Centre for Education must adhere to relevant legislation, including but not limited to, the *Education Act* (specifically Sections 64(2)(f); 64(2)(ae); 38(2)(e); 39(2)(g); 39(2)(l)) and *Regulations Under the Act* (consolidated September 2002), the *Freedom of Information and Protection of Privacy* (FOIPOP) Act, collective agreements, Regional Centre for Education policies on *Student Records and Student Behavior and Discipline*, and other applicable Regional Centre for Education policies.

**Definition**

*Video Monitoring System* refers to video, physical or other mechanical electronic or digital monitoring system or device that enables continuous or periodic video recording, observing or monitoring of incidences in school buildings, on school premises and school buses.

Video monitoring systems are designed to create an electronic recording of activity in the area being monitored. This electronic recording is a record within the meaning of the Regional Centre for Education's policies on *Student Records and Student Behavior and Discipline*, as well as within the meaning of the *Freedom of Information and Protection of Privacy Act*. Practices relating to access, use, retention and destruction of these storage devices must comply with the provisions of these policies and legislation.

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**1. Location of cameras**

- a. Inside of the school building**, cameras may be installed in corridors, entrance ways, cafeteria spaces, and other common use areas. Cameras shall not be installed in classrooms, washrooms, change rooms, or any location where students and the public have a reasonable expectation of privacy.
- b.** Cameras may also be installed on school grounds **outside of the building** to monitor activity on playgrounds, parking lots, playing fields, and green areas. Outside cameras will be positioned to ensure that they are not directed at properties or buildings that are not part of the school facility.
- c.** Cameras may be installed **on school buses**.

**2. Monitoring times**

Video cameras may be in operation 24 hours a day, 7 days a week, and 365 days a year.

**3. Notices**

Clearly written signs must be displayed at the perimeter of areas which are subject to monitoring. This will provide users of school facilities with warnings that monitoring may be in operation before entering the area.

**4. Administrative responsibility**

The school principal or persons authorized by the principal, or the Director of Operations or person(s) authorized by the Director or the Regional Executive Director shall have access to the system's controls.

For cameras installed in school buildings or upon school grounds, the school principal is responsible for day-to-day operation of the video monitoring system.

**5. Storage of discs**

When any record is retained in accordance with Section 7 (Retention), it shall be numbered, dated, and stored securely in a controlled access area in the vicinity of the principal's office, or in a similar suitable location.

**6. Access and Viewing**

Access to storage devices/discs shall only be by authorized personnel.

Recordings may be viewed upon report of an incident, upon discovery of property damage, or in any circumstances where the school principal, the Regional Executive Director the Director of Operations, or persons authorized by any one of them, has reason to believe that viewing recordings is necessary or worthwhile in keeping with the objectives of this



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policy. That responsible administrator shall also determine who else should participate in viewing the recording, as may be appropriate in the circumstances.

**7. Retention**

Upon report of an incident in or around the monitoring areas, or to investigate a potential crime, the principal or authorized representative will review the electronic recording.

- a. **Where viewing of an electronic recording reveals an incident INVOLVING STUDENTS**, investigation of the incident shall be in accordance with Regional Centre of Education and school policy and in compliance with relevant provisions of the *Education Act*. A disc that provides evidence of a student activity which results in suspension shall be retained until the end of the school year unless required pursuant to 7(d) or some other extenuating circumstance.
- b. **Where viewing of an electronic recording reveals an incident involving members of the PUBLIC**, the disc shall be retained for a period of one year.
- c. **Where viewing of an electronic recording reveals an incident involving EMPLOYEES**, the disc shall be retained for such period of time as required or permitted under the provisions of collective agreements or other terms of employment.
- d. **Where viewing of an electronic recording reveals evidence of CRIMINAL ACTIVITY** that results in intervention by law enforcement agencies and the thumb drive or electronic transfer is required for evidentiary purposes; it shall be retained for such period as required.

**8. Disposal of thumb drive/storage devices**

Where the periods of retention referred to in Section 7 have expired, recordings shall be securely disposed of by physical destruction or be magnetically erased.