



Rolling River School Division

ADMINISTRATIVE PROCEDURE

ECAC – VIDEO SURVEILLANCE

To enhance the safety of students and others and deter destructive acts, the Board authorizes the use of video surveillance equipment on school division property.

The Board recognizes the need to balance its legal obligation to provide appropriate levels of supervision in the interests of student safety and the students' privacy rights. The Board acknowledges that video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights. Video surveillance will be provided in accordance with this policy and regulations.

Video surveillance technology in the school division schools and offices will comply with the provisions of the Freedom of Information and Protection of Privacy Act.

1. Video Surveillance Camera Use

- 1.1 Video cameras will be used for surveillance, to monitor and/or record.
- 1.2 Video surveillance camera locations, and any changes in location, must be authorized by the Superintendent of the school division.
- 1.3 Before video surveillance is introduced at a new site, a report must be provided to the Superintendent, describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives.
- 1.4 Students, staff, and visitors will be notified of video surveillance through building signage, clearly written and prominently displayed, in areas that are subject to video surveillance. The school will include notice of video surveillance in student handbooks.
- 1.5 Surveillance cameras will only be installed in identified public areas. Surveillance cameras will be located where surveillance is a necessary and viable deterrent to inappropriate behaviour. Cameras shall not be positioned in areas where individuals have a right to expect privacy. Surveillance cameras will not be located in washrooms, change rooms and staff rooms. Cameras will not be directed towards private property.

2. Video Surveillance Access

- 2.1 The Superintendent or Designate will have access to video surveillance equipment. The school principal (or designate) will have access to video surveillance equipment in schools. The Transportation Supervisor (or designate) will have access to video surveillance equipment on school buses.
- 2.2 Video Surveillance recordings will be stored for 21 days before being recycled and rewritten. Recordings can be exported and retained to support a dispute,

- 2.3 school investigation, per legal action as required. Recordings that are retained will be stored in a secure location for maximum of 5 years unless required longer by ongoing legal action.
- 2.4 An employee may request his/her Union Representation or other advocates to view any recordings used in a performance review or related to disciplinary action. All viewing of recordings must be done in the presence of a school or divisional administrator.
- 2.5 Parents or guardians will be allowed to view recorded images that includes their minor age child(ren) if requested.
- 2.6 Students may view segments of recorded images 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.
- 2.7 Video surveillance recordings will be shared with police when requested for law enforcement and crime prevention purposes. (FIPPA section 44 - <https://web2.gov.mb.ca/laws/statutes/ccsm/f175e.php#44>)
- 2.8 Video Surveillance System Log (Appendix A) must be completed by the Supervisor/Principal when surveillance records are accessed or exported. Video Surveillance System Log must be completed when saved recordings are destroyed. The Video Surveillance System Log will be maintained at the appropriate school/office.
- 2.9 The Superintendent or designate will conduct periodic reviews to ensure that this procedure and associated regulations are being adhered to in the Division.

Date Adopted: February 6, 2003

Date Re-affirmed: October 24, 2007

Date Revised: April 8, 2008

Date Revised: June 19, 2013

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