

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**716.1
ADMINISTRATIVE REGULATION
Video Surveillance**

USE:

1. Video cameras may be used to monitor and/or record.
2. Video surveillance camera locations must be authorized by the building administrator (school principal or building supervisor) or the officers of the School District. Any change in camera location must be authorized in the same manner.
3. The Superintendent must be informed of the rationale for the use of video surveillance equipment and the site/area where it is to be installed. The Superintendent must also be informed of any changes in use, location, or removal of such equipment.
4. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance.
5. Video surveillance is not to be used in locations where confidential or private activities/functions are routinely carried out (eg bathrooms, private conference/meeting rooms). Any exception to this must be authorized by the Superintendent of Schools 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.
6. The school district will advise students and parents that a videotape camera 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. Students will also be advised verbally by the bus driver as part of regular bus safety review with students.

Cross Refs: Freedom of Information & Protection of Privacy Legislation

Adopted: April 23, 2002
Reviewed:
Revised:

SECURITY:

1. Video cameras will be installed only by a designated employee or agent of the School District.
2. Video tapes shall be stored in a locked filing cabinet in an area to which students and the public do not normally have access.
3. Tapes may never be sold, publicly viewed or distributed in any other fashion except as provided for by this policy and appropriate legislation.

VIEWING OF RECORDINGS:

1. Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by the building administrator (school principal or building supervisor), by parents, students, or by school district staff with a direct involvement with the recorded contents of the specific video recording, or employees or agents responsible for the technical operations of the system.
2. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy.

RETENTION OF VIDEOTAPES:

1. Videotapes shall be erased within one month unless they are being retained 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 the Board's insurers.
2. Retained tapes shall be erased as soon as the incident in question has been resolved. If the tape has been used in making a decision about an individual, the tape 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.