

RATIONALE

The Near North District School Board is dedicated to the goal of providing and maintaining a safe and healthy working environment through the development and implementation of programs designed to maintain a safe environment for its students, staff and property.

Executive Limitation, EL-14, entitled Safe, Healthy, Respectful and Secure Environment states: “The Director of Education shall not fail to take all reasonable measures to provide a safe, healthy, respectful and secure environment for students, staff members and volunteers while engaged in school activities.

The Near North District School Board supports the use of video surveillance in schools and in buses as a means of ensuring the safety of students, staff and property. The Board’s use of video surveillance is intended to accomplish three main goals:

- ensuring the on-going safety of students,

considered “personal information” as defined under the *Municipal Freedom of Information and Protection of Privacy Act*.

Record means any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise and includes: a photograph, a film, a microfilm, a videotape, a machine-readable record and any record that is capable of being produced from a machine-readable record.

Video Surveillance System refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces. The term video surveillance system includes an audio, thermal imaging technology or any other component associated with capturing the image of an individual.

Surveillance Equipment refers any component of a video surveillance system that is used to create an electronic or digital image of any personal information about an individual in a public place.

Reception Equipment refers to any component of a video surveillance system used to receive or record personal information about an individual in a public place.

Storage Device refers to a videotape, computer disk or drive, CD ROM, DVD, computer chip or other device used to store the recorded data or visual, audio, or other images captured by a video surveillance system.

POLICY

Consistent with the Near North District School Board’s policy in maintaining a safe, healthy, respectful and secure environment, it is the policy of the Board to utilize video surveillance

The principal of the school will ensure that the Reception equipment and storage devices are accessible only to authorized personnel and that access to the Reception equipment by others is prohibited. Storage devices (e.g. CD or DVD) may be reused on a bi-weekly basis unless one must be viewed. If viewed to assist in resolving a security or safety issue, the storage device will be kept in a locked secured area for a period of one year from the date of resolution of the incident.

SYSTEM EXPECTATIONS

1. Surveillance Equipment will be installed only in identifiable public areas for the purpose of ensuring the ongoing safety of students, staff and property.
2. Surveillance equipment will be installed in such a manner that it monitors only the identified spaces requiring video surveillance.
3. Reception equipment will be installed in areas accessible only to authorized personnel.
4. Access to the reception equipment will be restricted to only those who are directly responsible (the principal or designate).
5. Monitoring of places where students, staff or authorized visitors have an expectation of privacy (change rooms, washrooms, staff rooms) will be prohibited.
6. Appropriate video surveillance notification signs will be prominently displayed in buildings or buses where there is video surveillance.
7. All storage devices that are not in use shall be stored securely in a locked and secure location. Any storage device that has been used will be dated and labelled.
8. Only authorized personnel will have access to the storage area. A log will be

