

VIDEO SECURITY SYSTEMS – SCHOOLS

A video security system in a school shall be used primarily to provide a record for use in resolving issues of theft, bullying and any behaviour which threatens the safety and security of persons or property. Prior to installation; 1) the Board of Trustees must give approval, 2) staff and students must be consulted and 3) parents informed.

The video system shall not be used to monitor teachers or any employees in the performance of their duties.

Location of Equipment

The recording equipment shall be housed in the General Office in a locked cabinet. The monitor shall be housed in the General Office.

Decals shall be placed on entrance doors which are located on the perimeter of the surveillance area to warn students and public they are entering an area under surveillance.

No cameras shall be installed to monitor any washrooms, shower rooms or change areas.

Cameras shall be located strategically in hallways to monitor hallways and locker areas for theft, vandalism and bullying.

At SVRSS, other cameras shall monitor the Resource Centre for theft and vandalism, the cafeteria to monitor access to the staff room and foods area where thefts have occurred, the gymnasium to monitor unauthorized access to the hallway leading to change rooms, the skateboard park and the general area of the front entrance and visitor parking.

Authorized Personnel

The principal, vice-principal, designated secretary and technology technician shall have access to the equipment. For recording activity on weekends, the custodian shall be authorized to access the cabinet to change tapes on Saturday and Sunday.

The viewing of the video record shall be under the authority of the principal.

The principal shall ensure compliance with all privacy legislation and regulations.

The principal shall be authorized to deal with any inquiries or concerns regarding the security system.

The Video Record

Access to the video record shall be under the authority of the principal.

The video record shall be used to determine a breach of security, ascertain a loss due to theft or an act of bullying or vandalism. Where a crime has occurred, the video record may be given to the police as evidence.

Recording shall be continuous.

Tapes shall record a twenty-four hour period and the video record shall be retained for no longer than 30 days unless required for a legal investigation. If no reports of incidents of breach of security, vandalism, theft or bodily harm are received, the video record shall be reused as a tape thus destroying the video record.