

DIVISION: OPERATIONS**OPER-600****POLICY NAME**VIDEO/ELECTRONIC SECURITY SYSTEMS

POLICY STATEMENT

The Newfoundland and Labrador English School District (NLESD) supports the use of video/electronic security systems on district property and in vehicles owned, operated or contracted by the District, where it is deemed necessary to protect the safety and security of students, staff and visitors and to protect student and district property.

BACKGROUND

A video/electronic security system can be a valuable tool for promoting safe and secure teaching and learning environments. Such systems can support the implementation of Safe and Caring Schools policies and may help schools to respond to bullying behaviour, prevent or reduce theft and vandalism and provide a means for holding individuals accountable for criminal or unbecoming conduct while on district property. The use of video/electronic security systems on district property balances the privacy rights of students and others with our obligation to provide safe learning and working environments and the need to protect district property from theft and vandalism.

SCOPE

This policy shall govern the use of video/electronic security systems in and around all buildings, properties, school buses and other vehicles owned, operated or contracted by NLESD. This policy does not cover recording of specific events (such as a sporting event or graduation ceremony) or where a class may be recorded for educational or research purposes.

DEFINITIONSVideo/Electronic Security System

For the purposes of this policy video electronic/security system refers to a video, physical or other mechanical, electronic, wireless or digital surveillance system or device

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that enables continuous or periodic video recording or monitoring of individuals in school/district buildings and on school/district premises.

Personal Information

Personal information is recorded information about an identifiable individual, as defined in the *Access to Information and Protection of Privacy Act*. Recorded information includes photographs, film and videotape.

Reception Equipment

Reception equipment is defined as equipment or device(s) used to receive or record the personal information collected through a video electronic/security system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.

Storage Device

Storage device is defined as a videotape, computer disk or drive, CD ROM, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video electronic/security system.

Covert Surveillance

Covert surveillance takes place without notice to the public and individuals will not generally be aware that they are being monitored.

POLICY DIRECTIVES

1. Video/electronic security systems are intended to complement, and not replace, other forms of monitoring and supervision employed on Board property.
2. The approval of the Assistant Director of Education (Operations) is required before a video/electronic security system is installed, changed or expanded.
3. The relevant manager or school administrator is responsible for the day to day operation of the system in accordance with this policy and related administrative procedures/regulations.
4. Notification regarding the use of such systems must be carried out in accordance with administrative procedures/regulations outlined for this policy.
5. Signs shall be prominently displayed advising that a video/electronic security system is/may be in operation.

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6. Surveillance recordings shall be treated in a confidential manner, access to them shall be restricted in accordance with administrative procedures/regulations outlined for this policy, and they must be stored in a secure manner.
7. Surveillance recordings may be:
 - a) Used as evidence in any disciplinary action for a student or employee.
 - b) Used for inquiries and proceedings related to law enforcement and the detection or deterrence of criminal offences.
8. Covert surveillance will only be used as a last resort in limited case-specific circumstances. Any covert surveillance on NLESD premises must be approved by the Director of Education.

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