



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

**Section: Board and Community**

• **General**

**Regulation: VIDEO SURVEILLANCE**

**Regulation Code: B-1.7.1**

**Policy Code Reference: B-1.7**

**Page 1**

Kawartha Pine Ridge District School Board allows the use of video surveillance as one possible component of a multifaceted approach to maintaining safety and security of students, staff, property and public within our schools.

1. The Board or its administrators may use video surveillance and the resulting records for inquiries and proceedings related to maintaining the health, welfare and safety of students, staff and visitors while on school property or buses, and the protection of school board property.

1.1 School district buildings and grounds may be equipped with video cameras as part of a surveillance system.

1.2 Video monitoring equipment may be in operation in schools or for buses as determined necessary by the superintendent with responsibility for transportation, or designate.

1.3 Video cameras or other equipment will be installed only at the direction of a superintendent or designate. Verifiable safety concerns or incidents of vandalism must exist prior to the installation of video surveillance equipment.

1.4 Video monitoring is to be restricted to the uses indicated in the policy. Video surveillance will be used once other less intrusive means have been considered.

## 2. **Notification**

2.1 Students, parents, staff, volunteers and members of the public will be notified of video surveillance in effect at all schools using the equipment, through clearly written signs prominently displayed at the perimeter of the areas being monitored, and at key locations within the areas, including main entrances. The notice will include the following:

- The use of video surveillance is in effect.
- The personal information is collected under the authority of the Education Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used for the safety, well-being and protection of students, staff and others, and the protection of property.

Questions about this collection should be directed to the school principal, with the school phone number included on the sign. The Video Surveillance in Effect sample sign is Appendix A.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section:** Board and Community

• General

**Regulation Code:** B-1.7.1

**Policy Code Reference:** B-1.7

**Regulation:** VIDEO SURVEILLANCE – continued

**Page 2**

---

- 2.2 The school website also will include notice of video surveillance, communicating the same information required in 2.1 for school signs.
- 2.3 Students shall be informed by the school principal at the beginning of each school year that the Board may be recording student behaviour on school property and/or school buses, and informed about the purposes of such practices.
- 2.4 Where video surveillance is used on a school site, students and guardians shall be informed of related policies and procedures as incorporated into the student handbook or agenda.
- 2.5 Where video surveillance is used on a school site, all teaching and non-teaching staff shall be informed of related policies and procedures as incorporated into the staff handbook.
- 2.6 Teaching and non-teaching staff shall be informed of the purpose of video surveillance and the constraints on viewing or distributing records.
- 2.7 Staff with responsibilities for the operation of the video surveillance equipment will receive training as to the permissible uses, and the protections against inadvertent disclosure or retention.

### 3. Location of Equipment

- 3.1 Video cameras will be utilized and installed at locations authorized by the area superintendent. Cameras may be located in areas where surveillance is a necessary and viable means of ensuring safety, protection of property, or detection/deterrence of criminal activity.
- 3.2 Video surveillance will not be used in locations where students, staff and the public have a reasonable expectation of confidentiality and privacy such as washrooms, change rooms, private conference/meeting rooms. Cameras may, however, be located in adjacent corridors if needed to monitor traffic into these areas.
- 3.3 Cameras placed outside on a school site shall be positioned only where it is necessary to protect external property and school assets, or to provide for the personal safety of individuals on school grounds and premises.
- 3.4 Cameras located internally shall not be directed to look through windows to areas outside of the building.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section: Board and Community**

• **General**

**Regulation: VIDEO SURVEILLANCE – continued**

**Regulation Code: B-1.7.1**

**Policy Code Reference: B-1.7**

**Page 3**

---

3.5 Cameras shall not be directed to look through the windows of adjacent buildings or onto adjacent property.

3.6 The location and method of installation should not permit the camera angle to be altered to allow for unauthorized recording.

#### 4. **The Operation and Use of Video Cameras and Records**

Any information obtained through video surveillance must relate to protection of students, staff and the public, or to detection and deterrence of criminal activity and vandalism.

Information obtained may not be retained or used for other purposes. All recorded images are the property of the school board, are used, disclosed, retained, secured and disposed of in accordance with the MFIPPA.

The school principal or site manager shall be responsible to manage, supervise and audit the use and security of any recording device and all video records related to the site.

The superintendent with responsibility for transportation, or designate, shall be responsible to audit the use and security of surveillance cameras on school buses, including monitors and tapes.

4.1 Video records may be viewed only by the principal, vice-principal, site manager, superintendent or authorized delegate, and/or in co-operation with members of the police. The principal or site manager must authorize access to all video records other than those requested by the police. Without authorization by the principal or site manager, video records will only be released to or viewed by the police after school staff have been provided with a valid warrant. Recorded images shall be released to police on request to aid in law enforcement, in accordance with MFIPPA.

4.2 Video records shall be viewed on a need to know basis only, in such a manner as to prevent public viewing. When investigating specific incidents, the principal or vice-principal may enlist the aid of specific staff in identification of individuals.

4.3 Disclosure of video records shall be on a need to know basis, in order to comply with the Board's policy objectives, including the promotion of the safety and security of students, the protection of Board property, and deterrence and prevention of criminal activities.

4.4 A log shall be maintained by the principal, site manager or designate of all episodes of access to, or use of, the recorded materials. The log will include the

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section:** Board and Community

• General

**Regulation Code:** B-1.7.1

**Policy Code Reference:** B-1.7

**Regulation:** VIDEO SURVEILLANCE – continued

**Page 4**

---

date, time and location of the footage; the name, title and agency to whom the footage is being disclosed; the amount of footage involved; the circumstances justifying disclosure; where applicable, the case file number of the law enforcement agency's investigation; the means used to disclose footage, and whether the footage will be returned or securely destroyed after use. The Video Surveillance Records Access/Release Log is Appendix B.

- 4.5 Video records may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act of Ontario (FIPPA) and any rules or regulations thereunder or as otherwise required by law.
- 4.6 Individuals who have been recorded by surveillance systems have the right to request access to their personal information.
- 4.7 Parents, guardians or employees requesting to view a segment of a video record involving their child(ren) or themselves may do so under the FIPPA legislation. Access in full or part may be refused where disclosure would constitute an unjustified invasion of another individual's privacy. Should it become necessary to allow a parent or guardian to view a videotape where the confidentiality of others must be protected, the tape must be redacted to block the identity of the individuals, such as blacking out or blurring their image or removing sound of voices. This viewing must be done in the presence of an employee designated by the superintendent. The parent has the right to request an advocate to be present.
- 4.8 The principal shall ensure that a video record release form is completed before disclosing the video record to authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation. Such release forms shall include the individual or organization requesting the record, the date of the occurrence and when or if the record will be returned or destroyed by the authority or individual after use. This activity shall be subject to audit and strictly enforced.
- 4.9 Video records may never be sold, publicly viewed or distributed in any other fashion, except as provided for by this policy and the appropriate legislation or as otherwise required by law or as evidence in a criminal or disciplinary proceeding.
- 4.10 Monitors can be viewed in a protected, controlled access area only, by the principal, vice-principal or designate.
- 4.11 Video surveillance monitors shall not be viewed in real-time in order to enforce school rules unrelated to the purposes of this policy. Real-time viewing of camera

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section:** Board and Community

• General

**Regulation Code:** B-1.7.1

**Policy Code Reference:** B-1.7

**Regulation:** VIDEO SURVEILLANCE – continued

**Page 5**

---

monitors is only permissible for limited duration when required for specific safety and protection issues.

4.12 Administrators and employees designated to handle, view or store the video footage will undergo initial and ongoing privacy training to ensure they understand and comply with the requirements of these procedures. They also will be required to sign a confidentiality agreement to adhere to these duties. The Confidentiality Agreement is Appendix C.

4.13 All breaches of privacy will be reported to the principal, appropriate superintendent and the board's Freedom of Information and Protection of Privacy Officer.

### 5. Retention and Storage of Video Records

5.1 Video records shall be retained for one month (30 calendar days) and then deleted in a manner that they cannot be reconstructed or retrieved.

5.2 School administration may decide to retain an individual video record for a longer period of time if deemed necessary. Where an incident of student behaviour is under investigation, the school administration shall retain the relevant video record until the investigation is complete and the relevant appeal period has expired. Recorded information used in the investigation of an incident shall be retained for at least one year from the date viewed, or at least one year from the date of resolution of the incident.

5.3 Where suspension or expulsion results from an incident, or where the incident is reported to the police, the individual record shall be retained for a minimum of one year, in compliance with the Education Act.

5.4 Video records will be stored in a locked receptacle located in a controlled access area and secured area as designated by the principal or site manager. Each storage device that has been used shall be dated and labelled with a unique identifier.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

---

**Section:** Board and Community

• General

**Regulation Code:** B-1.7.1

**Policy Code Reference:** B-1.7

**Regulation:** VIDEO SURVEILLANCE – continued

**Page 6**

---

### 6. Disposal or Destruction of Records

6.1 The principal or site manager must ensure that all video records are disposed of in a secure manner. Tapes and diskettes for example, shall either be shredded, burned or magnetically erased prior to disposal.

6.2 A storage device disposal record will be completed when disposing of a storage device. The Records Destruction Form is Appendix D.

### 7. Auditing and Evaluating Use of Surveillance

7.1 The school board shall ensure that the use and security of video surveillance equipment is subject to regular audits, to ensure policies and procedures are followed.

7.2 The school board shall regularly review and evaluate its video surveillance program to ensure it is still justified. This shall include assessment of whether continued deployment of cameras at a particular school remains justified. This evaluation shall occur at least once every three years.

---

Established: May 26, 2005

Revised/Reviewed:

February 27, 2014

June 20, 2019

# VIDEO SURVEILLANCE IN EFFECT



Video collected under the authority of the Education Act and the Municipal Freedom of Information and Protection of Privacy Act, for the safety of students, staff and others, and protection of property.



Questions may be directed to the  
Principal of ENSS at (613) 475-0540.



# Kawartha Pine Ridge District School Board

## Video Surveillance Procedures

### APPENDIX B – VIDEO SURVEILLANCE RECORDS ACCESS/RELEASE LOG

Please complete this form every time a video surveillance record is accessed by staff and/or released to external agencies, such as police, in accordance with Video Surveillance Administrative Regulation B-1.7.1. The completed form should be kept with the corresponding video surveillance footage.

<b>Contact Person's Name and Title</b>	<b>Phone Number/Extension</b>

#### Video Surveillance Records Access or Release

Footage date and time	Footage location, description and length	Names of persons viewing video	Title and agency of persons viewing	Reason for disclosure	Method of disclosure

Case file number (where appropriate): \_\_\_\_\_

Footage to be:     Returned to school    Date Returned: \_\_\_\_\_    Returned by: \_\_\_\_\_ Name

OR

Destroyed after use

If you have any questions about this form or the Records Retention schedule, please contact: Judy Malfara by email or 705-742-9773, extension 2001.





KAWARTHA PINE RIDGE  
DISTRICT SCHOOL BOARD

# Kawartha Pine Ridge District School Board

## APPENDIX C – CONFIDENTIAL AGREEMENT

---

In consideration of his/her employment, the Employee hereby agrees as follows:

### 1. Confidentiality

The undersigned, in the course of performing the duties and responsibilities of his/her work with the Kawartha Pine Ridge District School Board (KPRDSB), acknowledges that he/she will from time to time have possession of various confidential and personal information.

Kawartha Pine Ridge is subject to Privacy legislation, namely the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA). Therefore, KPRDSB expects all of its employees to protect the privacy of individuals whose information is held in the custody of KPRDSB and to adhere to KPRDSB's privacy policies and practices.

a) With respect to Information, the Employee agrees to keep such Information confidential generally, and in particular:

- i) To hold all Information in strict confidence forever and not publicize or otherwise disclose any such information except to or with the prior written consent of an Authorized Representative of the Kawartha Pine Ridge District School Board (for purposes of the Agreement "Authorized Representative" shall mean the Director of Education or any other person designated from time to time by the Board or the Director);
- ii) To only access the specific confidential and/or personal information for which access has been granted;
- iii) Never copy personal information except as is required in the performance of the Employee's work with the Kawartha Pine Ridge District School Board; and
- iv) Always to use all reasonable precautions to ensure that all Information is properly protected and not disclosed to any unauthorized persons.

AGREED AND ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_ .  
Month Year

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

# Kawartha Pine Ridge District School Board

## Records Retention Procedures

### APPENDIX D - RECORDS DESTRUCTION FORM

Please complete this form to document the destruction of records (includes print documents, video recordings, electronic files, etc.), in accordance with the KPRDSB Records Retention Schedule.

<b>School/Department</b>	<b>Person Completing Form</b>	<b>Phone Number/Extension</b>

#### Records (Video, Paper Document or Electronic File) to be Destroyed

Records Number and/or Name	Date Range (Month/Year)	Description	Volume (# of boxes)	Destruction Method e.g. Placed in Shred Box, Special Shred Required or Electronically Expunged

**DESTRUCTION APPROVALS** – Completed forms require the area supervisor's approval. For large volumes of shredding, please identify *Special Shred Required* under Destruction Method. You will then be contacted to move the boxes to the Secure Shredding Space for on-site shredding.

**NOTE:** Public records may not be destroyed in advance of the KPRDSB required retention schedule. Records should not be kept longer than the designated retention schedule unless there are exceptional circumstances.

Supervisor's approval: \_\_\_\_\_

Destruction completed on: \_\_\_\_\_ Date