


EMSB Policy on Video Surveillance

		Commission scolaire English-Montréal English Montreal School Board
Policy: EMSB POLICY ON VIDEO SURVEILLANCE		Code: SG-11
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Rationale

The English Montreal School Board (EMSB) strives to provide a healthy, safe and caring learning and working environment. Video surveillance can promote a secure environment while upholding the essential and legislated rights of privacy of individuals.

Video surveillance is only one means by which the EMSB will ensure a safe and secure learning and working environment.

Policy Objective

This Policy is meant to establish clear guidelines for the installation and use of video surveillance systems by the EMSB and its schools/centres and other facilities.

The following guidelines identify the roles, responsibilities and procedures in designing, installing and operating an efficient video surveillance system.

Policy Statement

Video surveillance may be used by the EMSB at any of its facilities to:

- Promote the safety of students, staff, and all other stakeholders;
- Protect the School Board's property against theft or vandalism;
- Assist in the identification of intruders and of persons endangering the health, well-being or safety of the school community members;
- Review the recorded information to assist in the investigation of the incident in the event of a reported or observed incident.

No other use of the system or related equipment is permitted.

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Roles and responsibilities

The following guidelines identify the roles, responsibilities and procedures in designing, installing and operating a video surveillance system.

The **EMSB** is responsible for:

- Implementing and monitoring this Policy;
- Making arrangements as required with school bus transport companies for the installation of a video surveillance system.

The **Secretary General** is responsible for:

- Providing access to recorded information;
- Reviewing School Board policies approving the installation of a video surveillance system;
- Overseeing and verification of the use of video surveillance systems.

The **School and Centre Principals** are responsible for:

- Obtaining proper authorization prior to beginning the installation of a video surveillance system;
- Ensuring the proper use of a video surveillance system in accordance with the EMSB Policy;
- Maintaining the confidentiality and security of the information;
- Ensuring that access to the information is restricted to the Principal and an individual designated by the School/Centre Principal;

Implementation of a Video Surveillance System

In designing, installing and operating a video surveillance system, the EMSB will consider the following:

- Recording equipment, such as video cameras, or audio or other devices should only be installed in public areas where video surveillance is a necessary security or deterrence activity;
- The equipment should be installed in such a way that it only monitors those spaces that have been identified as requiring video surveillance. Cameras should not be directed to look through the windows of adjacent buildings or onto adjacent properties;
- Equipment will not monitor the inside of areas where the students, staff and the public have a higher expectation of privacy, including, but not limited to: change rooms, washrooms and staff rooms;
- Clearly written signs prominently displayed at the entrances, on exterior walls and the interior of buildings, will provide students, staff and the public reasonable and adequate warning that video surveillance is in effect;

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- Monitoring equipment will be placed in a strictly controlled access area. Video monitors will not be placed in a position that enables anyone other than authorized persons to view them. Only personnel authorized by the EMSB will be permitted access to such controlled areas and the monitoring equipment.

Access and use of the information

- Any information obtained through the use of video surveillance systems may only be used for the specific purposes set out in this Policy;
- Video surveillance systems monitor and create a record by recording nominative information. Therefore, the EMSB facilities having such a system must abide by the following guidelines:
 - Video surveillance systems may not be used for monitoring staff performance;
 - Only authorized persons as set forth in this policy may review the information;
 - Access to recorded material will be limited to when an incident has been reported or observed or to investigate a potential crime;
 - Real-time viewing of monitors may only be carried out by the authorized persons and for a very specific purpose;