POLICY: VIDEO SURVEILLANCE IN SCHOOLS			# 1013
SECTION: 1000 : Safety		Page 1 of 3	
APPROVAL/REVISION DATE: August 25, 2025	EFFECTIVE DATE: August 25, 2025	REVIEW DATE: August 25, 2030	
CROSS REFERENCE: Municipal Freedom of Information and Protection of Privacy Act Guidelines for Using Video Surveillance Cameras in Schools			

A: POLICY

1. 1.1 The Thunder Bay Catholic District School Board and its schools will strive to maintain safe and secure learning environments for students, staff and community members involved in school programs. It is intended that video surveillance systems will complement other means utilized to promote this safe and secure environment.

B: APPLICATION/SCOPE

2. 2.1 This policy applies to all locations, owned or leased, by the Thunder Bay Catholic District School Board that have implemented a video surveillance system. The Board however recognizes that an enhancement of safety and security through the use of video surveillance must be balanced with the privacy rights of students, staff, visitors and the general public.

2.2 It is not the intention of this policy to limit the Board's right to record school-based events, videos of an educational nature or covert surveillance.

C: PRINCIPLES

3. 3.1 The Board asserts that the appropriate, positive, respectful, Christian presence of supervisory staff among students builds and is important to the quality of life of everyone in the Catholic school community.

3.2 The Board recognizes the obligation to protect the privacy interests of individuals by complying with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* with respect to the collection, use, disclosure, retention, security and disposal of personal information collected via video surveillance systems installed on Board sites and with the Guidelines for Using Video Surveillance Cameras in Schools produced by the Office of the Information and Privacy Commissioner of Ontario.

3.3 The Board recognizes the requirements of Section 28(2) of the *Municipal Freedom of Information and Protection of Privacy Act* which states that no person shall collect personal information on behalf of an institution unless the collection is expressly authorized by statute, used for the purposes of law enforcement or is necessary to the proper administration of a lawfully authorized activity.

3.4 The Board holds that under the Education Act, schools are considered to be supervised environments where reasonable monitoring of the activity of all persons is both desired and expected.

3.5 The Board does not endorse the use of video surveillance systems as an acceptable substitute for the in-person supervision of students by school staff as assigned by the school principal. Video surveillance systems may be an appropriate useful tool with which to augment or support the assigned in-person supervision provided by staff.

3.6 The Board accepts that the lawful, controlled, limited, purposeful and supervised use of covert video surveillance may be an important resource for maintaining order and discipline on Board sites, and may include but is not limited to the control of theft and vandalism, and the investigation of other criminal activity by any person(s).

3.7 That the Board will only enter into agreements with transportation and other service providers who agree to abide by this Board operating policy.

3.8 Video surveillance programs shall only be adopted where it is necessary for the purpose of enhancing the safety of students and staff, or for the deterrence of unauthorized access and destructive acts, such as vandalism and theft.

3.9 Video surveillance systems will be de-commissioned when no longer required or are unable to render information at the reasonable standard.

3.10 The Board reserves the right to limit or exclude uses of video surveillance that are not compatible with the Church's views on the dignity of the human person.

3.11 The Board supports the adoption of an oath of confidentiality by those whose function it is to deal with the day-to-day operation of video surveillance systems.

3.12 The Board does not support the use of information obtained through video surveillance for the purpose of routine staff performance appraisal or monitoring. This excludes the covert use of video surveillance for investigating possible criminal activity.

D: REQUIREMENTS

4. 4.1 Proposals for the installation and use of video surveillance systems on any Board site require the approval of the Senior Team of the Board.

4.2 Proposals for the installation and use of video surveillance systems on any Board site for the approval of the Senior Team of the Board must demonstrate:

4.2.1 That the collection of such personal information is in compliance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;

4.2.2 That less intrusive means of deterrence, such as increased monitoring by staff, have been shown to be ineffective or unworkable;

4.2.3 That consultation with the school community has taken place through the Catholic School Council, with the broader community of parents, staff, and students regarding the acceptability of video surveillance on the site. Consultation should provide stakeholders with an opportunity to comment on the actual location of cameras should the project proceed;

4.2.4 That a video surveillance program would be effective in resolving, preventing or deterring incidents or intrusions on the school/Board site;

4.2.5 That an assessment has taken place of the effects the surveillance system would have on personal privacy;

4.2.6 That the proposed design and operation of the video surveillance system minimizes privacy intrusion to that which is absolutely necessary to achieve its lawful goals;

4.2.7 That an annual audit be conducted of the use of the video surveillance system;

4.2.8 That the proposed installation of the video surveillance system can be accomplished by a Board-approved company.

4.2.9 Signs/notices will be posted at the main entrances to the school to indicate the presence of video surveillance systems.

4.2.10 Video surveillance recording may take place 7 days per week, 24 hours a day, as limited by the digital recording device capacity.

4.3 The Board requires that any school with a video surveillance program will comply with the written procedures on day-to-day usage of the system.

4.4 The Board shall maintain control of, and responsibility for, all video surveillance systems installed on Board sites at all times.