

SURVEILLANCE CAMERA PROCEDURES

Effective: 2013-2014 School Year

Background

Closed-circuit television (CCTV) has been installed in the Washington South Supervisory Union (WSSU) Schools (Northfield Elementary School, Northfield Middle & High School, and the Roxbury Village School). The installation stems from our concern for the personal safety of all persons on our premises. The system was fully activated beginning September 2013.

General Principles

The WSSU has a right to protect its property, and equipment as well as providing a sense of security to its students, employees, and community members. WSSU utilizes CCTV systems and its associated monitoring and recording equipment as an added mode of security and surveillance.

Purpose of the System

- To provide a safe, orderly, civil, and positive learning environment
- To protect the school buildings and their assets,
- To increase personal safety of students, staff, and visitors and reduce the fear and incidence of crime,
- To assist in identifying, apprehending and prosecuting offenders,
- To protect members of the public and private property,
- To assist in managing the school,
- To assist in relation to other matters other than security, namely, the promotion of health and safety and taking the appropriate discipline measures, when so required,
- The system will not be used to monitor staff performance. Video/audio data may be used to confirm or dispute issues or allegations related to employee conduct, including but not limited to allegations of physical or verbal abuse, and to investigate the alleged commission of a crime.

Monitoring for security purposes will be conducted in a professional, ethical and legal manner and any diversion of the use of security technologies for other purposes is prohibited. Tampering or interfering with any aspect of the closed-circuit television system by unauthorized personnel is strictly prohibited. The monitoring for security purposes will also operate in compliance with the Data Protection Acts of 1998-2003.

The Administration will regularly check and confirm the efficiency of the system and in particular that the equipment is recording properly and that cameras are functional.

Washington South Supervisory Union
Northfield and Roxbury Schools

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Monitoring of Information

Individuals may be requested and authorized to assist in vetting information gathered from time to time.

Recording of Information

Information will be recorded continuously. The surroundings of the school including the parking lots and general school property areas will be monitored by the external cameras. The lobby area, corridors, and stairwells will be monitored by the internal cameras. Classrooms are exempt from coverage. Expectations of individual privacy will be maintained and operation of the system will be mindful that no such infringement is likely to take place.

Duration of Retention of Information

All recordings will be retained for four (4) weeks and will be automatically recorded over thereafter absent a need to retain data recorded during that time period for a legitimate purpose. For example, where material is retained on DVD to document misconduct or to identify issues for investigative purposes.

Access to Recorded Information

Recorded information will be available for review by the management of the school. Relevant external entities may be allowed access to recorded information on a 'need to know' basis following review and approval by the Superintendent, or as may otherwise be required by law.

Notices Indicating Existence of CCTV

In accordance with current legislation, appropriate disclosure of the existence of cameras will be displayed in appropriate places in each school building, indicating that cameras are monitoring and recording activities in the schools.

This procedure will be available on our website with copies available from the WSSU office upon request.