

Yukon Education**Policy Subject: Video Surveillance in Schools and on School Buses****Date Passed: August 24, 2004****Policy No. 5003****Legislation:**

- Education Act;
- Access to Information and Protection of Policy Act.
- Archives Act

Cross Reference: Transportation of Students By Government Vehicles Policy

The Yukon Department of Education places the highest priority on student safety. Placing video cameras in schools and on school buses is one of the ways we can help maintain discipline, and to ensure the safety of students and staff.

At the same time, the Department of Education respects the privacy rights of each student and will implement the following guidelines as a way to protect student's privacy.

The Department of Education, by way of this policy supports:

1. *The responsibility to provide safe transportation for students, and promote security in schools and on buses.*
2. *The maintenance of students' privacy rights and security of information in accordance with Sections 29, 30, 33 and 34 of the Yukon's Access to Information and Protection of Privacy Act, and the Education Act.*
3. *The public benefit of ensuring order and preventing vandalism and other unacceptable behavior in schools or on school buses used by students.*

Guidelines:**Notification of Use of Video Surveillance Cameras**

- The Department of Education will ensure that annual notices are sent to parents in school newsletters, and that signs are placed on buses.

- Notice will be placed in local newspapers every school year to notify parents that video surveillance cameras are being used to monitor student's behavior.

Storage and Ownership of the Tapes

- Ownership of the tapes rests with the Department of Education
- Unless there is a formal complaint being investigated, tapes will be destroyed after 7 calendar days.
- In the event of any action being taken by Department of Education representatives as a result of a formal complaint or incident, the tapes will be kept for a minimum of one year from the date of the action taken.

Viewing of Taped Materials

- The Department of Education and the Bus Contractor will treat the tapes as confidential.
- The Department will, by way of a written Agreement with the Busing Contractor, commit to the following protocol and procedures regarding the storage, viewing, ownership and disposal of video tapes.
 - Tapes will be viewed only when Department of Education representatives are investigating an incident.
 - Only appropriate Department of Education personnel involved in investigating a formal complaint or incident will be permitted to view the tapes.
 - A clear record of the purpose for retaining any specific video record will be written and kept on file in the department. The record will also detail who is allowed to view the file, and the purpose for which it is to be used.

Disposal of Collected Video Records

- There will be a formal scheduling of the disposition of any records that are kept after one year, as required by the Archives Act.