

Section Security	Number of pages 2
Title Surveillance camera on school vehicles	Effective date August 30, 2016

<p>Statement</p>	<p>CTSE, in collaboration with its member school boards, authorizes the use of video surveillance cameras as a restraining and screening tool in its school vehicles.</p> <p>Video surveillance on board school is to ensure the daily safety of all passengers, while contributing to the prevention of theft and vandalism. These recordings may be used for investigation and evidence when an incident is reported or observed.</p>
<p>Responsibilities</p>	<p>CTSE responsibilities:</p> <ul style="list-style-type: none"> • Provide the required equipment to the operator according to the established needs; • Advise the operator and the staff concerned that they are subject to the <i>Access to municipal information and the protection of privacy</i> Act and that any violation of this law will result in disciplinary actions; • provide the posters and forms required; • ensure the daily operation of the system in accordance with legal requirements, policies and procedures; • in conjunction with the school management, ensure that the surveillance system is used adequately and in compliance with legal requirements, that is, only to manage disciplinary issues and to identify or discourage criminal activities and vandalism. <p>Responsibilities of each school board:</p> <ul style="list-style-type: none"> • Ensure, as the entity responsible for video recordings, that the student's privacy is respected on the school transportation vehicles; • Delegate to school management, its executor, the functions related to the management and viewing of surveillance videos. <p>Responsibilities of school management:</p> <ul style="list-style-type: none"> • Ensure, as an executor for the school board, respect for the privacy of students on school vehicles; • in conjunction with CTSE, ensure that the surveillance system is used adequately and in compliance with legal requirements, in the event of an incident; • notify in writing the parents and guardians of all students travelling in a

	<p>school vehicle with a video surveillance camera, indicating the date from which the camera will be operational;</p> <ul style="list-style-type: none"> • post a notice on the school website about the collection of personal information using video surveillance cameras on board vehicles; • communicate with parents or guardians of students involved in incidents. <p>Operator responsibilities :</p> <ul style="list-style-type: none"> • Ensure that a legible CTSE notice is displayed in order to inform each passenger that a video surveillance system using cameras is installed and operating in the vehicle; • use and maintain the monitoring system appropriately and in compliance with legal requirements.
<p>Terms</p>	<p>Consultation and management of documents :</p> <ul style="list-style-type: none"> • Only the school management and CTSE have a key to access the memory cards of the surveillance cameras; • these cards are kept under lock and key at all times except when consulted; • video content viewing is only possible with a specialized reading software installed on the computer of the school management and the CTSE; • the school management is responsible for any video recordings made on board the vehicles and is the only one to be able to view the content. If required, and only with the approval of the school principal, CTSE staff may view the contents; • principals only consult videos only in case of incidents; • principals keep videos viewed under lock and key for one (1) year; • principals set up and maintain an unlimited consultation register; • if a video of an incident is used for an investigation, the video is shared with the authorities by having them fill out a form indicating a date of delivery of the videos and their remittance or destruction by the authorities after use. Principals are required to keep these videos for the duration of the investigation; • unconsulted videos are automatically deleted after two (2) weeks by the school principal and CTSE.

Review dates:
May 16, 2016