
Board Governance Policy Cross Reference: [1](#), [12](#), [14](#), [16](#)

Administrative Procedures Cross Reference:

[Code of Conduct](#)

[Staff Conduct and Discipline](#)

Form Cross Reference:

Legal/Regulatory Reference:

[The Freedom of Information and Protection of Privacy Act](#)

The Interlake Schools Division (ISD) uses GPS units and surveillance cameras to protect Division employees, students and assets. The primary function of electronic monitoring is to maintain the safety, security and integrity of Interlake School Division staff, students and property.

Electronic monitoring of employees will not be used to monitor work habits or performance, unless allegations of inappropriate misconduct, theft of time or misuse of Division property arise. Information obtained from electronic means through the investigation process may be used to support or dismiss such claims. Electronic monitoring of Division property may also be used to identify students in compliance with the [Code of Conduct](#).

A. GPS Units

1. All ISD vehicles will be outfitted with GPS units .
2. Information obtained from the GPS units may be viewed by the Superintendent/CEO, Assistant Superintendent, Secretary-Treasurer, and/or Department Manager as required.

B. Surveillance Cameras

1. To protect people from acts of violence and/or any other inappropriate behaviour and to protect ISD buildings from vandalism, video surveillance cameras will be installed in ISD buildings. Information obtained from the cameras may be viewed by the Superintendent/CEO, Assistant Superintendent, Department Manager and/or Principal or designate as required.

2. Surveillance cameras will not be installed in classrooms, break rooms, grooming rooms, change rooms or washrooms.
3. Signage will clearly state that surveillance cameras are in use and that monitoring may be occurring.
4. School buses are equipped with video/audio surveillance cameras.
 - a) The Transportation Supervisor or designate will collect recordings.
 - b) School bus drivers or principals may view a specific recording. A mutually convenient time can be arranged with the Transportation Supervisor.
 - c) Parents will only be allowed to view the recordings under exceptional circumstances, in compliance with [The Freedom of Information and Protection of Privacy Act](#).