

## **VIDEO SURVEILLANCE**

### **Background**

The district recognizes its responsibility to provide a safe environment, to protect district property from theft and/or vandalism, and to address student behaviour. Video monitoring, and consequently its audio recording, may be used on school property, including school buses, to monitor the safety and security of individuals and property in accordance with these procedures.

### **Procedures**

1. Notification
  - a. Video monitoring notification signs shall clearly notify users of the area of monitoring, the purpose of the monitoring, the hours of monitoring, the legal authority for collection, and the district contact person who can answer questions regarding the collection of personal information, including their title, business address, and phone number.
  - b. Students, parents/legal guardians, and staff shall be informed at the beginning of the school year, and as necessary during the school year, that video/audio surveillance will be used and that video/audio recordings may be used by administration as evidence.
  - c. Recordings shall not be disclosed except in accordance with this procedure.
2. Location
  - a. Video camera locations must be authorized by the principal/site administrator or the Director of Facilities in consultation with the Secretary-Treasurer.
  - b. Only a designated staff member or agent of the district shall install video cameras.
  - c. Video cameras shall be positioned in areas where it is necessary to assist in the provision of the personal safety of individuals and/or to monitor student behaviour.
  - d. Video cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy, including change rooms/washrooms and/or private conference/meeting rooms. Cameras shall not be directed to look through windows of adjacent non-district buildings.
3. Access/Use
  - a. Only individuals authorized by the Principal or the Secretary-Treasurer shall have access to the video/audio information collected.
  - b. The principal/site administrator shall be responsible for reviewing the use and security of monitoring cameras, including monitors and video/audio recordings.

- c. Video/audio recordings of actions by student(s) or staff may be used as evidence in any disciplinary action brought against an individual arising from conduct on or about school property or with regard to student transportation.
  - d. Video/audio recordings may be used to detect or deter criminal offenses. They may also be used for inquiries and proceedings relating to law enforcement, research, deterrence, and discipline.
  - e. Video/audio recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act (FOIP), and any rules or regulations thereunder.
  - f. Video/audio monitoring shall not be used for other purposes unless expressly authorized by or under an Act or under an enactment.
4. Protection of Information, Disclosure, Retention, and Disposal
- a. All video/audio recordings shall be securely stored in a locked area at the respective school/department and viewed only through authorized access.
  - b. A Recording Release Form shall be completed before disclosing any recording to any third parties. This record is to include information as to name of the individual, date of the occurrence, when the recording will be returned, and/or if the recording is to be destroyed.
  - c. A parent/legal guardian requesting to view a video/audio recording that includes their child may be allowed to do so in the presence of an administrator and in accordance with FOIP. Viewing may be refused or limited where it is deemed that it would be an invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the FOIP Act.
  - d. If the video/audio recording has been used to make a decision that directly affects an individual, the recording shall be retained for at least one (1) year from the date of the decision.
  - e. All video/audio recordings shall be disposed of in a secure manner.
  - f. Video/audio recordings shall only be viewed on a need-to-know basis and in such a manner as to avoid public viewing. Monitors shall be placed in controlled access areas.
  - g. An individual who is the subject of video/audio monitoring has the right to request access to the video/audio recordings in accordance with FOIP. Access in full or in part may be refused on one of the grounds set out within the legislation.
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**Approval Date:** June 30, 2017

**Reference:** Section 20, 45, 45.1, 60, 61, 113, 117 [School Act](#)  
[Freedom of Information and Protection of Privacy Act](#)