



Procedure 314

Video Surveillance Other than on School Student Transportation Vehicles

Procedure:

The maintenance of the health, welfare and safety of the students, staff while on Board property and the protection of Board property are important functions of the Board. The monitoring of individuals who enter upon the school grounds or school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and Board property. This Board recognizes the value of video surveillance systems and monitoring activity on school property or on school grounds, and its use in the maintenance of order and discipline within the school setting. Accordingly, the Board authorizes the use of video surveillance practices as needed, in accordance with the guidelines established herein.

Guidelines

1. Camera Location, Operation and Control
 - 1.1. School division buildings and grounds may be equipped with video monitoring devices.
 - 1.2. Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of prior property damages or related security incidents, and in areas where upon reasonable grounds the surveillance will be deemed to be a viable deterrent.
 - 1.3. Cameras shall only be positioned in areas outside of school buildings where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
 - 1.4. Surveillance cameras located internally shall not be directed to look through windows to areas outside the building, unless necessary to protect external assets or to ensure for the personal safety of patrons or employees. Cameras shall in no event be directed to look through the windows of adjacent buildings.



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- 1.5. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy, including change rooms and washrooms.
 - 1.6. Only individuals authorized by the school principal in accordance with this procedure, shall have access to video monitors, or be permitted to operate the controls.
 - 1.7. The Principal or designate shall be responsible to audit the use and the security of surveillance cameras, including monitors and tapes.
2. Notification
- 2.1. Signs advising users of the premises of video surveillance practices should notify individuals of:
 - 2.1.1. the area in which surveillance is conducted;
 - 2.1.2. the specific purpose for the surveillance;
 - 2.1.3. hours during which surveillance is conducted;
 - 2.1.4. who within the organization is responsible for conducting surveillance; and
 - 2.1.5. the contact person who can answer questions about the surveillance system, including an address or telephone number for contact purposes.
 - 2.2. Students shall be informed at the beginning of each school year and as necessary during the school year, that the School Division will be monitoring all activity which occurs at the designated monitoring points throughout the school year, and as to the purpose for such monitoring practices.
 - 2.3. All staff shall be made aware of the Board's video surveillance guidelines and practices.
3. Use of Video Recordings
- 3.1. A video recording of actions by students may be used by administrators as evidence in any disciplinary action brought



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against any student arising out of the student's conduct in or about Board property.

- 3.2. Video recordings of students, staff, contractors or others may be reviewed or audited for the purposes of determining adherence to Board procedure and school rules.
- 3.3. Video records may be monitored by administrators on a random and non-random basis as is deemed necessary and prudent in order to ensure for the safety and security of students, staff, visitors and Board property, and adherence to school rules.
- 3.4. The Board may authorize the use of video surveillance to detect or deter criminal offenses which occur in view of the cameras.
- 3.5. Video 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** of Alberta, and any rules or regulations thereunder.
- 3.6. The Board's administrators may use video surveillance and the resulting recordings for:
 - 3.6.1. inquiries and proceedings relating to law enforcement;
 - 3.6.2. research;
 - 3.6.3. deterrence; and
 - 3.6.4. student discipline
- 3.7. Video surveillance shall not be used for other purposes unless expressly authorized by or under an Act or enactment.

Protection of Information and Disclosure

4. Security and Retention of Tapes and/or Digital Video Recordings
 - 4.1. All tapes not in use shall be securely stored in a locked receptacle.



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- 4.2. All tapes and/or digital video recordings that have been used for the purpose of this procedure shall be numbered and dated and retained according to camera site.
- 4.3. The individual responsible for enforcement of video monitoring practices must authorize access to all tapes or video records.
- 4.4. A log shall be maintained of all episodes of access to, or use of recorded material.
- 4.5. Retention Issues –
 - 4.5.1 The individual responsible for the video surveillance equipment must make themselves aware of the retention time of their equipment and ensure that monthly back ups of the images are made
 - 4.5.2 This individual must follow the manufacture's procedure for back up of video images on the digital video recorder
 - 4.5.3 When copying a segment of a particular back up period, ensure that you utilize the water mark feature during this process to ensure the integrity of these images
 - 4.5.4 any and all records containing personal information which have been used to make a decision that directly affects an individual shall be retained for a minimum of one year. All other records shall be retained for thirty (30) days.
- 4.6. The individual designated responsible for administration of this procedure shall ensure that a tape release form is completed before disclosing tapes to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation.
- 4.7. A tape release form should indicate the individual or organization who took the tape, the date of the occurrence or when and if the tape will be returned or destroyed by the authority or individual after use.



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5. Disposal and Destruction of Recordings
 - 5.1. All recordings shall be disposed of in a secure manner. Tapes shall either be shredded or magnetically erased.
6. Video Monitors and Viewing
 - 6.1. Only the controlling officer or individuals authorized by that officer and members of the police force shall have access to video monitors while they are in operation.
 - 6.2. Video monitors should be in controlled areas wherever possible.
 - 6.3. Records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.
7. Disclosure
 - 7.1. Recordings shall not be disclosed except in accordance with this procedure. Disclosure of video records shall be on a need to know basis, in order to comply with the Board's procedures, including the promotion of safety and security of students, the protection of Board property, deterrence and the prevention of criminal activities and the enforcement of school rules.
8. Access to Personal Information
 - 8.1. An individual who is the subject of video surveillance has the right to request access to the recording in accordance with the provisions contained under the **Freedom of Information and the Protection of Privacy Act**. Access in full or part may be refused on one of the grounds set out within the legislation.



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9. Consultation

9.1. The effectiveness of the video surveillance operations shall be reviewed on an annual basis by principals, with a report forwarded to the Superintendent.

10. Non-Applications

10.1. These guidelines do not apply to covert or overt surveillance cameras being used by or on behalf of the board as a case specific investigation tool for law enforcement purposes, where there is statutory authority and/or the authority of a search warrant to conduct the surveillance.