



VIDEO SURVEILLANCE

Background

The monitoring of individuals who enter the school grounds or school property is a significant factor in maintaining safety, order, and discipline and in protecting students, staff, visitors, and Division property. This Division recognizes the value of video surveillance systems and monitoring activity on school property or on school grounds, and its use in the maintenance of safety, order, and discipline within the school setting.

The Division authorizes the use of video surveillance practices in accordance with the procedures established herein.

Procedures

1. Camera Location, Operation and Control

- 1.1 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 may 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 may be directed to look through windows to areas outside the building, when 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 non-Division buildings.
- 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 The Superintendent or designate, which may include the Principal, shall be responsible to access the use and security of surveillance cameras.

2. Notification

- 2.1 Signs advising users on the premises of video surveillance practices are to notify individuals that: 'This area is under video surveillance 24 hours a day for security purposes'.



2.2 All staff shall be made aware of the Division's video surveillance guidelines and practices.

3. Use of Video Recordings

3.1 The Division may use a video recording of actions by students as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about Division property.

3.2 Video recordings of students, staff, contractors, or others may be reviewed for the purposes of determining adherence to Board policies, Division administrative procedures, and school rules.

3.3 Video recordings may be monitored by Division personnel on a random and non-random basis as is deemed necessary and prudent in order to ensure the safety and security of students, staff, visitors and Division property, and adherence to school rules.

3.4 The Division may use video surveillance to detect or deter criminal offences that occur in view of the cameras.

3.5 Video recordings may be released to third parties or applicants in confidence 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 Division may use video surveillance and the resulting recordings for:

3.6.1 Inquiries and proceedings relating to law enforcement;

3.6.2 Deterrence; and

3.6.3 Student discipline.

3.7 The Division shall not use video surveillance for any other purposes than those listed in procedure 3.6.

4. Protection of Information and Disclosure

4.1 Security and Recordings

4.1.1 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 (1) year. All other records shall be destroyed at the end of each school year.

4.1.2 The individual designated responsible for administration of this Administrative Procedure shall ensure the recording is released in accordance with applicable legislation before disclosing the recording to appropriate authorities or third parties.



5. Disposal and Destruction of Recordings

5.1 All retained recordings shall be disposed of in a secure manner.

6. Video Viewing

6.1 The Superintendent or designate, which may include the Principal, and members of the police shall have access to video and recordings while they are in operation.

6.2 Records are to 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 Administrative Procedure.

7.2 Disclosure of video records shall be on a need-to-know basis, in order to comply with the Division's policy objectives, including the promotion of the safety and security of students, the protection of Division property, deterrence and 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 Protection of Privacy Act.

8.2 Access in full or part may be refused on one (1) of the grounds set out within the legislation.

9. Non-Application

These procedures do not apply to covert or overt surveillance cameras being used by or on behalf of the Division 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.

Reference: Section 33, 52, 53, 68, 197, 222 Education Act
Freedom of Information and Protection of Privacy Act