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## VIDEO SURVEILLANCE

### Background

The District may install and operate a video surveillance camera in a school facility or on school land for the purposes of protecting:

- the safety of individuals in a school facility or on school land,
- the individual's belongings in a school facility or on school land, or
- school property.

The Parents' Advisory Council for the school where the District proposes to install and operate a video surveillance camera will be consulted prior to implementation.

In dealing with supervision of students, the District recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school staff. Thus video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

A recording is recognized to be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

### Procedures

1. Use
  - 1.1. Cameras may be used to monitor and/or record.
  - 1.2. Surveillance camera locations must be authorized by the building administrator (Principal or building Supervisor), or the officers of the District. Any change in camera location must be authorized in the same manner.
  - 1.3. Before camera surveillance is introduced at a new site, a report must be provided to the Superintendent describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives.
  - 1.4. Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to camera surveillance. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.

- 1.5. Camera surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). Any exception to this must be authorized by the Superintendent on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.
2. Security
    - 2.1. Surveillance cameras will be installed only by a designated employee or agent of the District. Only designated employees or agents and the building administrator shall have access to the cameras and equipment. Only these employees shall handle the camera or recordings.
    - 2.2. Recordings shall be secured in an area to which students and the public do not normally have access.
    - 2.3. Recordings may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this Administrative Procedure and appropriate legislation.
3. Viewing Recording
    - 3.1. Monitors used to view recordings are not to be located in a position that enables public viewing. Recordings may only be viewed by the building administrator or individual authorizing camera installation, by parents and students (see clause 3.2 below), or by District staff with a direct involvement with the contents of the specific recordings, or employees or agents responsible for the technical operations of the system (for technical purposes only.) If an employee or student is facing any disciplinary action, they may authorize their Union representative or other advocate to also view the recording.
    - 3.2. Parents requesting to view a segment of recording that includes their child/children may do so. Students may view segments of the recording relating to themselves if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Student/parent viewing must be done in the presence of an administrator. A student or parent has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.
4. Retention of Recording
    - 4.1. Where an incident raises a prospect of a legal claim against the Board, the recording, or a copy of it, shall be sent to the District's insurers.
    - 4.2. Recordings shall be erased within one month unless they are being retained at the request of the building administrator, District Officer, employee, parent, or student for documentation related to a specific incident or are being transferred to the District's insurers.

## Administrative Procedure 181

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- 4.3. Recordings retained under clause 4.2 shall be erased as soon as the incident in question has been resolved, except that if the recording has been used in the making of a decision about an individual, the recording must be kept for a minimum of one year as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

### 5. Review

- 5.1. Each building administrator is responsible for the proper implementation and control of the camera surveillance system.
- 5.2. Video monitoring is to be carried out in accordance with this Administrative Procedure. The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this Administrative Procedure.

Reference: Sections 22, 65, 85 *School Act*  
*Freedom of Information and Protection of Privacy Act*  
Freedom of Information and Protection of Privacy Regulation

Adopted: February 26, 2002  
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