

VIDEO SURVEILLANCE

Background

The Division has responsibility to provide a safe environment and protect Division property from theft or vandalism.

For reasons of safety of students and others and deterring destructive acts, the Division authorizes the use of video surveillance equipment on Division property, where circumstances have shown that it is necessary for these purposes and the benefit outweighs the impact on the privacy of those observed. The installation is not intended for routine student or employee performance management.

The Division 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 under the supervision of the school. A recorded tape or digital recording is recognized to be subject to the provisions of the Local Authority Freedom of Information and Protection of Privacy Act.

Procedures

1. Use
 - 1.1 Video cameras may be used to monitor and/or record.
 - 1.2 Before video surveillance is introduced at a site, a written request (Administrative Procedure Form 181-1 Video Surveillance Request) must be provided to the Director or designate, Supervisor of Technology and Supervisor of Facilities by the school principal describing the circumstances that indicate the necessity of having surveillance at that site. The report must be based on verifiable, specific incidents of crime, significant safety concerns or other compelling circumstances. This does not include anecdotal evidence or speculation. Consideration of the request shall only be given after other measures of deterrence or detection have been considered and rejected as unworkable.
 - 1.3 Video surveillance camera locations must be authorized by the Principal in consultation with Director or designate and the Supervisor of Technology, Supervisor of Facilities. The installation shall only monitor those spaces that have been identified as requiring video surveillance.
 - 1.4 The Principal, Supervisor of Technology and Supervisor of Facilities must approve their respective expenses within AP 181-1 VIDEO SURVEILLANCE REQUEST FORM.

- 1.5 Public notification signs must be prominently displayed indicating areas subject to video surveillance. Notice must include information advising the designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Director or designate 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.
- 1.6 Video surveillance is not to be used in locations where appropriate confidential or private activities are routinely carried out (e.g. bathrooms, change rooms). It is also not to be used in instructional spaces.

2. Security

- 2.1 Only designated staff members shall handle the cameras, videotapes or digital recordings. Logs shall be kept of all instances of access to, and use of, recorded material to provide for a proper audit trail.
- 2.2 Digital recordings shall be stored on computers with restricted access.
- 2.3 Digital recordings may never be publicly viewed or distributed in any other fashion except as provided by this administrative procedure and appropriate legislation.

3. Viewing of Digital Recordings

- 3.1 Video monitors used to view digital recordings shall not be located in a position that enables public viewing. Recordings may only be viewed by the Principal or designate, the Director or designate, by parents and students (Note. 3.2 below), or by Division staff with a direct involvement with specific recording, or staff members or agents responsible for the technical operations of the system (for technical purposes only). If a staff member or student is facing any disciplinary action, he may authorize his union representative or other advocate to also view the recording.
- 3.2 Parents or guardians requesting to view a segment of a recording that includes their child/children may do so. Students may view segments of a recording relating to themselves if they are capable of exercising their own access to information rights under the Local Authority Freedom of Information and Protection of Privacy Act. Student/Parent/Guardian viewing must be done in the presence of an administrator. A student, parent or guardian 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 Local Authority Freedom of Information and Protection of Privacy Act.

4. Retention of Digital Recordings

- 4.1 Where an incident raises a prospect of a legal claim against the Division, the recording, or a copy of it, shall be sent to the Division's insurers.
- 4.2 Digital recordings shall be erased within 30 consecutive days unless they are being retained at the request of the Principal, Director or designate, staff member, parent or student for documentation related to a specific incident, or are being transferred to the Division's insurers.
- 4.3 Digital recordings retained under section 4.2 shall be erased as outlined in the Local Authority Freedom of Information and Protection of Privacy Act.

5. Review

- 5.1 Each Principal is responsible for the proper implementation and control of the video surveillance system.
- 5.2 The Director or designate shall conduct a review at least annually to ensure that this administrative procedure is being adhered to and to make a report on the use of video surveillance in the Division.

Reference: Sections 85, 87, 175 Education Act
The School Division Administration Regulations 45, 49
Local Authority Freedom of Information and Protection of Privacy Act

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