

## Administrative Procedure 181 - Video Surveillance - Property

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### Background

The Division is committed to the maintenance of the health, welfare and safety of the students, staff and visitors while on Division property. This commitment and the protection of Division property are important functions of the Division.

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 Division property.

The 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 order and discipline within the school setting. Accordingly, the Division authorizes the use of video surveillance practices, in accordance with the administrative procedures established herein.

These administrative 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.

### Procedures

1. Camera Location, Operation and Control
  - 1.1. Video surveillance shall not serve as a substitute for supervision by Division personnel.
  - 1.2. Division buildings and grounds may be equipped with video monitoring devices.
  - 1.3. 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.
  - 1.4. 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.
  - 1.5. 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.

- 1.6. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy, including change rooms and washrooms.
- 1.7. Only individuals authorized by the Principal in accordance with this Administrative Procedure, shall have access to video monitors, or be permitted to operate the controls.
- 1.8. The Division's PPA Coordinator shall be responsible to approve placement of cameras and audit the security of surveillance cameras, including monitors and recordings.

## 2. Notification

- 2.1. Signs notifying users of the use of video surveillance shall be displayed at the perimeter of the surveillance areas. Signs shall identify someone who can answer questions about the surveillance system and a phone number for contact purposes (i.e. Contact PPA Coordinator at 403-742-3331 for more information).
- 2.2. Students shall be informed at the beginning of each school year and as necessary during the school year, that the Division will be monitoring all activity which occurs at 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 Division's video surveillance guidelines and practices.

## 3. Use of Surveillance Recordings

- 3.1. A video recording of actions by students may be used by the Superintendent or administrators 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 or audited for the purposes of determining adherence to Board policy, Division procedures and school rules.
- 3.3. Video records may be monitored by Division personnel 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 Division property, and adherence to school and Division rules.
- 3.4. The Division may use 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 *Protection of Privacy Act*, and any rules or regulations thereunder.
- 3.6. Division 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;
  - 3.6.4. student discipline.
- 3.7. The Division shall not use video surveillance for other purposes unless expressly authorized by or under an Act or enactment.
- 4. Security and Retention of Recordings
  - 4.1. All recordings not in use shall be securely stored in a locked receptacle.
  - 4.2. All recordings that have been used for the purpose of this Administrative Procedure shall be numbered and dated and retained according to the camera site.
  - 4.3. The Division's PPA Coordinator is responsible for enforcement of video monitoring practices and is the individual who must authorize access to any video surveillance 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. only the controlling officer (the Division's PPA Coordinator) can authorize the reproduction of any information created by video surveillance systems (tape, DVD, digital, etc.)
    - 4.5.2. retention and destruction of information is in accordance with the Division's *Records Retention Guideline*.
    - 4.5.3. 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.
    - 4.5.4. Student discipline records are to be kept for a maximum of one calendar year and then destroyed.
  - 4.6. The Division's PPA Coordinator, shall ensure that a record release form is completed before disclosing recordings to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation.
  - 4.7. A record release form shall indicate the individual or organization who took the recording, the date of the occurrence or when and if the recording will be returned or destroyed by the authority or individual after use.
- 5. Disposal and Destruction of Recordings
  - 5.1. All recordings shall be disposed of in a secure manner. Tapes shall either be shredded, burned or degaussed. Digital recordings shall be disposed of by the

Division's Technology Services department personnel in an industry approved manner.

6. Video Monitors and Viewing

- 6.1. Only the Division's PPA Coordinator or individuals authorized by that officer, and members of the police shall have access to video monitors while they are in operation.
- 6.2. Video monitors shall be in controlled access areas wherever possible.
- 6.3. 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 and provisions of the *PPA* . Disclosure of video records shall be on a need to know basis, in order to comply with the Division's objectives, including the promotion of the safety and security of students, the protection of Division 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 Protection of Privacy Act*. Access in full or part may be refused on one of the grounds set out within the legislation.

9. Consultation

- 9.1. The effectiveness of the video surveillance operations shall be reviewed on an annual basis by the Division's PPA Coordinator.

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Reference: Section 33, 52, 53, 68, 197, 222 Education Act  
Protection of Property Act

Effective: 2001-10-11

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