

Video Surveillance Policy 4010 December 10, 2019

For reasons of enhancing the safety of students, staff, and others on school premises and deterring destructive acts, the Board of Education authorizes the use of video surveillance equipment on School District property where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy observed.

The Board recognizes both its legal obligations to provide appropriate levels of supervision in the interests of student safety and the fact that students and staff have privacy rights that are reduced but not eliminated, while at school. Thus, video surveillance must be carried out in a way that respects student and staff privacy rights.

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

Guidelines

1. Before video surveillance is introduced at a new site, the locations must be authorized by the Superintendent or designate.
2. The Parents Advisory Council (PAC) of an affected school must approve of any permanent video surveillance cameras installation and proposed locations before any authorization is granted. Any change in camera location must be authorized in the same manner.
3. Public notification signage, clearly written and prominently displayed, must be in areas that are subject to video surveillance. Notice must include contact information of the school principal or designate who is responsible for answering questions about the surveillance system.
4. Video surveillance is not to be used in locations where private activities/functions are routinely carried out (e.g. bathrooms, change rooms, private conference rooms).
5. The Superintendent or designate may authorize video surveillance for a time-limited specific investigation into criminal conduct 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.
6. Video cameras will be installed by a designated employee or agent of the School District. Only designated School District employees or agents and the school principal shall handle the camera or recordings.

7. Only the school principal or designated School District employee may have access to the computer or media on which video surveillance records are stored. The computer and/or recording media shall be password protected, encrypted and stored in a secure location away from public viewing for which only the school principal or designated School District employee has access.
 8. Recordings may never be sold, publicly viewed, or distributed in any fashion except as provided for by this policy and appropriate legislation.
 9. Monitors used to view video recording will not be located in a position that enables public viewing.
 10. Recordings may only be viewed by the school principal, School District staff with a direct involvement with the recorded contents of the specific recording, parents and students involved in a specific incident, or designated School District employees or agents responsible for the technical operations of the system (for technical purposes only).
 11. Parents and/or guardians may review a segment of a recording if the segment relates to a specific incident (e.g. accident or misconduct involving their child/children), unless the review might violate the privacy of a third party. In that case, the review should not take place unless authorized by the School District Information and Privacy Officer. Students may view a segment of a 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/guardian viewing must be done in the presence of the school principal or designate.
 12. Records may be disclosed to RCMP to assist in RCMP investigations as authorized by the Freedom of Information and Privacy Act.
 13. Where an incident raises a prospect of a legal claim against the School District, the digital video file, or a copy of it, shall be sent to the School District insurers.
 14. The system will be configured to loop at least monthly, thereby automatically erasing the previous month's video recording.
 15. Video recordings will be retained for one year if the recording has been used in making a decision about an individual as required by the Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.
 16. Each school principal is responsible for the proper implementation and control of the video surveillance system. The school principal should involve the maintenance department to repair, install, or maintain these systems.
 17. The Superintendent shall review this policy with school principals at least annually to ensure that this policy and procedures are being adhered to.
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