

AP 181 – VIDEO SURVEILLANCE

Background

The Division has a responsibility to protect Division property and to act proactively in the prevention of acts of destruction, theft or vandalism.

For reasons of safety for students, employees and others, as well as 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. Use is to be limited and only authorized after a thorough analysis of the considerations involved.

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 may be affected 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. The Principal and the Superintendent of Administration are responsible for ensuring that student privacy is respected when sites for video surveillance equipment are selected. Video surveillance should not monitor areas where students, employees and public have a reasonable expectation of privacy, such as locker rooms and bathrooms.
2. The Principal of the school shall annually notify students and parents that video surveillance is used on school property. Such notification may include, but not be limited to, newsletter, agendas, School Community Council meetings, or other communication devices and venues.
3. Video recordings should only be reviewed where there is a need to do so, either because of an incident that occurred or has been suspected of occurring.
4. Video recordings will be stored for a minimum of five (5) school days after initial recording, where upon if the Principal or designate know no reason for continued storage, such recordings will be released for erasure.
5. Viewing of video recordings will only occur on school property, and sharing of video surveillance must be approved by both the Principal and Director.

6. Video recordings may become part of a student's school record in the same manner any written evidence becomes part of a student's school record, at the discretion of the Principal and subject to all provincial and federal legislation.

Reference: Sections 85, 87, 108, 109 Education Act
Local Authority Freedom of Information and Protection of Privacy Act