



801.8AP Video Surveillance in School Facilities & School Grounds

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AMENDED: 2002.10.16

REVIEWED:

CROSS REFERENCE:

- [701.10AP Exhibit 2 Video Release Form](#)

GUIDELINES:

Camera Location, Operation and Control

1. The board, after consultation with the principal and the director of Facilities, may equip school jurisdiction buildings and grounds with video recording devices for monitoring individual behaviour.
2. 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.
3. Cameras in areas outside of school buildings shall only be positioned where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
4. 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.
5. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy, including change rooms and washrooms.
6. For systems in school facilities only the school principal assistant principal or designated principal shall have access to video monitors, or be permitted to operate the controls. For systems on school buses the Director of Transportation or the immediate supervisor shall have access to video monitors, or be permitted to operate the controls.
7. The Director of Facilities shall be responsible to maintain the operations and security of surveillance systems in school facilities. The Director of Transportation shall be responsible to maintain the operations and security of surveillance systems on school buses.

PROCEDURES:

1. Notification

- 1.1 One or more signs of a highly visible nature shall be conspicuously placed at each school to notify individuals that an audio and a video record may be made.
- 1.2 Students, staff and contractors shall be informed at the beginning of each school year and as necessary during the school year that the school division will be monitoring all activity at designated monitoring points throughout the school year, and as to the purpose for such monitoring practices.
- 1.3 It shall be the responsibility of the principal to notify the school council and parents of video monitoring practices.

2. Use of Video Recordings

- 2.1 A video recording of actions by students may be used by the board or administrators as evidence in any disciplinary action brought against any student arising out of their student's conduct in or about Board property or on school buses.
- 2.2 The records may be monitored by authorized as deemed necessary and prudent in order to ensure for the safety and security of the students, staff, visitors, and board property and for adherence to school rules.
- 2.3 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act of Alberta and any rules or regulations contain thereunder.
- 2.4 The board may use video surveillance to detect or deter criminal offenses, which occur in view of the cameras.
- 2.5 The board or its administrator may use video surveillance for:
 - 2.5.1 a deterrent where vandalism, theft, bullying or any other inappropriate behavior is or could be a concern
 - 2.5.2 student discipline and property protection
 - 2.5.3 inquiries and proceedings relating to law enforcement
- 2.6 The board shall not use video surveillance for other purposes unless expressly authorized by law. Protection of Information and Disclosure

3. Security and Retention of Recordings

- 3.1 Information shall be retained as per the established schedule of the surveillance equipment, and then destroyed as per 4.1. However personal information that has been used to make a decision that directly affects an individual will be retained for a minimum of one year from the date of such use.
- 3.2 The Buffalo Trail Public Schools Regional Division #28's FOIP

Coordinator shall ensure that a video 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. A video release form should indicate the individual or organization who took the recordings, the date of the occurrence, or when and if the recordings will be returned or destroyed by the authority or individual after use.

- 3.3 Access to recordings may be provided to board employees, or external agencies as required to fulfill their duties
- 4. Disposal and Destruction of Recordings
 - 4.1 All recordings shall be disposed of in a secure manner.
- 5. Access to Personal Information
 - 5.1 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 grounds set out within the legislation.