

General Administration

AP 181: Electronic Surveillance (Video Camera)

Backgroundf

The Division agrees to allow the use of Electronic Surveillance to promote the safety and security of students and staff, the protection of Division property, deterrence and the prevention of criminal activities and the enforcement of school rules.

Definition

Electronic Surveillance is a term that refers to video-audio-digital components of multi-media surveillance.

Procedures

1. Video Monitoring on School Property

1.1 Camera Location, Operation and Control:

- 1.1.1 Division buildings and grounds may be equipped with video monitoring devices.
- 1.1.2 Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.
- 1.1.3 Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
- 1.1.4 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 personal safety of patrons or employees.
- 1.1.5 Cameras shall not be used to monitor inside change rooms and washrooms.
- 1.1.6 The Principal shall be the one responsible to manage and audit the use and security of monitoring cameras; monitors; tapes, computers used to store images, computer diskettes and all other video records.
- 1.1.7 Only individuals authorized by the Principal and/or Superintendent, in accordance with Division administrative procedures, shall have access to video monitors, or be permitted to operate the controls.

1.2 Notification:

- 1.2.1 Signs advising users of the premises of video surveillance shall be posted. All staff shall be made aware of the Division's video surveillance procedures and practices.
- 1.2.2 The Principal shall inform students, staff, and parents at the beginning of each school year that the Division will be monitoring all activity that occurs at designated monitoring points throughout the school year and explain the purpose for such monitoring practice.

1.3 Use of Video Recordings

- 1.3.1 A video recording of actions by students may be used by the Board or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about Division property.
- 1.3.2 Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy, Division administrative procedures and school rules.
- 1.3.3 The Division may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
- 1.3.4 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Protection of Privacy Act of Alberta and any rules or regulations there under.
- 1.3.5 The Division or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence and student discipline.
- 1.3.6 The Division shall not use video monitoring for other purposes unless expressly authorized by or under an Act or enactment.

1.4 Protection of Information and Disclosure/Security and Retention of Tapes

- 1.4.1 All video records not in use must be securely stored in a locked receptacle.
- 1.4.2 All video records that have been used for the purpose of this Administrative Procedure shall be numbered and dated and retained according to the camera site.
- 1.4.3 The Principal and/or Superintendent must authorize access to any video records.
- 1.4.4 A Surveillance System Log (Form 181-2) shall be maintained of all episodes of access to, or use of recorded materials.
- 1.4.5 Video records shall be retained for one month and then erased completely. Video records that contain personal information used to make a decision directly affecting an individual, however, may be retained for a minimum of one year.
- 1.4.6 The Principal shall ensure that a Surveillance Video Release Form (Form 181-1) is completed before disclosing tapes to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation. Such release forms are to include the individual or organization who is requesting the tape, the date of the occurrence and when or if the tape will be returned or destroyed by the authority or individual after use.

1.5 Disposal or Destruction of Recordings

- 1.5.1 All recordings shall be disposed of in a secure manner. Tapes shall either be shredded, burned, or degaussed.

1.6 Video Monitors and Viewing

- 1.6.1 Only the Principal or individuals authorized by the Principal and/or Superintendent and members of the police shall have access to video monitors while they are in operation.
- 1.6.2 Video monitors are to be in controlled access areas wherever possible.
- 1.6.3 Video records are to be viewed on a need to know basis only, in such a manner as to avoid public viewing.

1.7 Disclosure

- 1.7.1 Recordings shall not be disclosed except in accordance with this Administrative Procedure. Disclosure of video records shall be on a need to know basis, in order to comply with Division objectives, including the promotion of the safety and security of students and staff, the protection of Division property, deterrence, and the prevention of criminal activities and the enforcement of school rules.

1.8 Access to Personal Information

- 1.8.1 An individual who is the subject of video monitoring has the right to request access to the recording in accordance with the provisions contained under the Protection of Privacy Act. Access in full or in part may be refused on one of the grounds set out within the legislation.

2. Video Monitoring on School Buses

2.1 Camera Location, Operation and Control

- 2.1.1 The Transportation Supervisor may approve the equipping of school buses with video monitoring devices for monitoring student behaviour.
- 2.1.2 Video monitoring equipment shall be in operation on a random basis as determined necessary by the Transportation Supervisor to monitor student behaviour or the action of bus drivers.
- 2.1.3 The Transportation Supervisor shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.
- 2.1.4 Students shall be informed by the Principal at the beginning of each school year that the Division may be recording student behaviour on school buses and the purposes of such practices.
- 2.1.5 Video tapes may be released to third parties or applicants in conformance with the provisions contained in the Protection of Privacy Act of Alberta and any regulations there under.

2.2 Access to Personal Information

- 2.2.1 An individual who is the subject of video monitoring has the right to request access to the recording in accordance with the provisions contained under the Protection of Privacy Act. Access in full or in part may be refused on one of the grounds set out within the legislation.

Adopted:	June 10, 2003
Amended:	April 23, 2012; September 21, 2016, August 23, 2021
Reference:	Section 11, 31, 33, 52, 53, 197, 222, 225, 257 Education Act Protection of Privacy Act
Cross References:	<u>Policy 20 Student Conduct / Welcoming, Caring Respectful and Safe</u> <u>AP 350 Student Rights and Responsibilities</u> <u>AP 352 Interrogation and Searches</u> <u>AP 355 Student Discipline</u> <u>AP 357 Vandalism</u> <u>AP 403 Duty to Report</u> <u>AP 445 CUPE Code of Conduct</u> <u>AP 507 Protection of Valuables in Schools</u> <u>AP 512 Cash Management</u> <u>AP 560 Student Transportation Services</u> <u>AP 560 Appendix Transportation Fees</u> <u>Form 181-1 Surveillance Video Release Form</u> <u>Form 181-2 Surveillance System Log</u>