

ELECTRONIC MEDIA SURVEILLANCE OF FACILITIES, PROPERTY, AND TRANSPORTATION VEHICLES

Background

The protection of Division property and maintenance of the health, welfare, and safety of the students and staff are important functions of the Division. The monitoring of individuals is a significant factor in maintaining order and discipline and in protecting students, staff, visitors, and Division property. The Division recognizes the value of audio-video surveillance systems and monitoring activity and its use in the maintenance of order and discipline within the school setting. Accordingly, the Division authorizes the use of audio-video surveillance practices in accordance with procedures established herein.

Procedures

1. Camera Locations

- 1.1 Division buildings, grounds, and school buses will be equipped with audio-video monitoring devices. The Superintendent or designate must approve all installations of audio-video surveillance equipment on any Division property.
- 1.2 At the discretion of the Superintendent or designate and contingent on available funding, the Division will supply and install surveillance systems to:
 - 1.2.1 protect assets,
 - 1.2.2 provide for the personal safety of individuals,
 - 1.2.3 monitor building entrances, gymnasiums, CTS shops, common areas, and school buses.
- 1.3 Equipment and installation costs for additional cameras where the primary purpose is student supervision will be the responsibility of the requesting school.
- 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 the personal safety of patrons or employees. Cameras shall not be directed to look through the windows of adjacent buildings.
- 1.5 Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy, including change rooms and washrooms. A Division standard for audio video surveillance systems will be developed and maintained by the Superintendent or designate. Installation and maintenance of audio-video surveillance systems will be done under the direction of the Superintendent or designate.

2. Live Audio-Video Streams

- 2.1 Only the Superintendent or designate, site manager, or individuals authorized by that officer and members of the police shall have access to live audio-video streams while they are in operation.
- 2.2 Computer monitors or large panel displays showing live audio-video streams must be in a controlled-access area.
- 2.3 Live audio-video streams may be monitored by authorized staff as deemed necessary and prudent in order to ensure for the safety and security of students, staff, visitors, and Division property and adherence to school rules.
- 2.4 Live audio-video streams are to be viewed on a need-to-know basis only, in such a manner as to avoid public viewing in Administrative Procedure 180 – Freedom of Information and Protection of Privacy.

3. Audio-Video Recordings

- 3.1 An audio-video recording of actions by students may be used by the Division 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 Audio-video recordings of students, staff, contractors, or others may be reviewed or audited for the purposes of determining adherence to Board policy, administrative procedures, and school rules.
- 3.3 Audio-video records may be monitored by authorized staff 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 rules.
- 3.4 The Division may use audio video surveillance to detect or deter criminal offenses which occur in view of the cameras.
- 3.5 Audio-video recordings may only be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act and any rules or regulations thereunder. The Division or its administrators may use audio-video recordings for:
 - 3.5.1 Inquiries and proceedings relating to law enforcement,
 - 3.5.2 Inquiries and proceedings relating to policy and procedures adherence,
 - 3.5.3 Deterrence,
 - 3.5.4 Student discipline,
 - 3.5.5 And risk management.
- 3.6 The Division shall not use audio-video recordings for other purposes unless expressly authorized by or under an Act or enactment.

4. Recordings are to be viewed on a need-to-know basis only, in such a manner as to avoid public viewing in Administrative Procedure 180 – Freedom of Information and Protection of Privacy.
 - 4.1 Signs advising users of the premises of audio-video surveillance practices are to notify individuals of:
 - 4.1.1 The area in which surveillance is conducted.
 - 4.1.2 The specific purpose for the surveillance.
 - 4.1.3 Who within the organization is responsible for conducting surveillance; and
 - 4.1.4 The contact person who can answer questions about the surveillance system, including an address or telephone number for contact purposes.
 - 4.2 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 that occurs at designated monitoring points throughout the school year and as to the purpose for such monitoring practices.
 - 4.3 All staff shall be made aware of the Division's audio-video surveillance procedures and practices.
5. Security and Retention of Audio-Video
 - 5.1 All recording devices or servers shall be securely stored in a locked room.
 - 5.2 All audio-video recordings that have been exported for the purpose of this Administrative Procedure shall be stamped with the date and time of the recording.
 - 5.3 The individual responsible for enforcement of audio-video monitoring practices must authorize access to all recording devices or audio-video records.
 - 5.4 The standard audio-video recording software must maintain a log of all users' access to the recorded material.
 - 5.5 Retention
 - 5.5.1 All live audio-video streams must be retained for a minimum of 30 days before being deleted or overwritten.
 - 5.5.2 Any and all records containing personal information which has been used to make a decision that directly affects an individual shall be retained for a minimum of one (1) year. All other records shall be retained for thirty (30) days.
 - 5.6 A FOIP request is required before disclosing recordings to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation.
 - 5.7 All recordings shall be disposed of in a secure manner.
6. Access to Personal Information
 - 6.1 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 any one of the grounds set out within the legislation.

7. Non-application

- 7.1 These 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 a statutory authority and/or the authority of a search warrant to conduct the surveillance.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/MAR 2022/SEP 2022/SEP 2023

Reference: Section 33, 52, 53, 68, 197, 222 Education Act
Freedom of Information and Protection of Privacy Act