

# AP 610-2 VIDEO SURVEILLANCE POLICY #610 FOIPPA



## RATIONALE:

Appropriate levels of supervision in the interests of student safety and the security of public property are required by the district, while also ensuring reasonable rights to privacy. The district authorizes the least intrusive use of video surveillance on school property, including in schools, on school grounds, and on buses where circumstances have shown that it is necessary for enhancing the safety of students, the security of an individual's belongings and the protection of school property. A recorded video is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

## PROCEDURE:

### 1. Approval for Video Surveillance

- 1.1 Before video surveillance is introduced at a new site, a report must be provided to the Superintendent or designate describing the circumstances that indicate the necessity of having surveillance at that site.
- 1.2 Prior approval must be obtained from the Parents' Advisory Council for the school where the surveillance camera is to be installed.
- 1.3 Video surveillance camera locations, including any change in camera location, must be authorized by the Superintendent or designate.
- 1.4 Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance.
  - 1.4.1 Notice must include contact information of the Principal, or designated staff person, who is responsible for answering questions about the surveillance system.
  - 1.4.2 Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent or designate 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.
  - 1.4.3 Covert surveillance may not be authorized on an ongoing basis.
- 1.5 Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). The Superintendent or designate must authorize any exception to this on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

### 2. Security

- 2.1 Only a designated employee or agent of the district will install video cameras. Only designated employees or agents and the Principal shall have access to the key that opens the camera boxes. Only these individuals shall handle the camera or video files.
- 2.2 Videos are downloaded and stored on district servers.
- 2.3 Videos will not be sold, publicly viewed, or distributed except as provided for by these procedures and the appropriate legislation.

### 3. **Viewing of Tapes**

- 3.1 Video monitors used to view videos should not be located in a position that enables public viewing. Videos may only be viewed by:
  - 3.1.1 the Principal or individual authorizing camera installation;
  - 3.1.2 by parents or caregivers and students as outlined in 3(c).
  - 3.1.3 by district staff with a direct involvement with the recorded contents of the specific video; or
  - 3.1.4 employees or agents responsible for the technical operations of the system.
- 3.2 If an employee or student is facing any disciplinary action, they may authorize their union representative or other advocate to view the video.
- 3.3 Parents or caregivers may review a segment of the video if the segment relates to a specific incident (e.g., accident or misconduct) involving their child or 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 district's Freedom of Information and Protection of Privacy Act (FOIPPA) Officer.

### 4. **Retention of Videos**

- 4.1 Where an incident raises a prospect of a legal claim against the district, the video, or a copy of it, shall be sent to the district's insurers.
- 4.2 Videos shall be erased within one month unless they are being retained at the request of the Principal, Superintendent or designate, employee, parent or caregiver or student for documentation related to a specific incident or are being transferred to the district's insurers.
- 4.3 Videos retained in 4(b) shall be erased as soon as the incident in question has been resolved unless the video has been used in the making of a decision about an individual. In that instance, the video must be kept for a minimum of one year, as required by the *Freedom of Information and Protection of Privacy Act* unless earlier erasure is authorized by or on behalf of the individual.

### 5. **Review**

- 5.1 The Principal is responsible for the proper implementation and control of the video surveillance system.
- 5.2 The Superintendent or designate shall conduct a review annually to ensure that these procedures are being adhered to and that the installation and operation of the video surveillance camera is accomplishing the purpose intended.
- 5.3 Video monitoring is to be carried out in accordance with these procedures. The district will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of these procedures.