

## **105 General AP – Video Surveillance**

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The Division recognizes the value of video surveillance systems and monitoring activity on school premises and its use in the maintenance of order, safety and discipline within the school setting. The use of video surveillance practices is authorized, with the following guidelines:

### Camera Location, Operation and Control

1. School buildings and grounds may be equipped with video monitoring devices.
2. Video surveillance may be placed in areas where surveillance has been 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. Surveillance cameras should be positioned in areas outside school buildings only where it is necessary to protect external assets or to provide for the personal safety of individuals on school premises and buses.
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 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. Only individuals authorized by the principal shall have access to video monitors or be permitted to operate the controls for video surveillance.
7. The principal or designate shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.

### Notification

1. Students, staff and members of the public must be aware of any video surveillance by posting highly visible notices that indicate the area in which surveillance is conducted.
2. Students shall be informed at the beginning of each school year and as necessary during the school year, that the school will be monitoring all activities, including the purpose for such monitoring practices.

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Use of Video Recordings

1. A video recording of actions by students may be used by the Board or administration as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about Division property.
2. Principals may use video surveillance and resulting recordings for
  - (a) inquiries and proceedings related to law enforcement
  - (b) research
  - (c) deterrence and
  - (d) student discipline.
3. A video record is subject to the most recent legislation for the *Freedom of Information and Protection of Privacy* and is therefore subject to the Act's practices with respect to the collection, use, disclosure and retention of information that occurs in the view of the cameras.
4. An individual may request to view any video record, but should only be able to view portions related to their specific actions/inquiry, as deemed appropriate by the Administrator or designate.
5. The monitoring and recording system shall be located in a secured area with access only to those authorized to use the system.