

## VIDEO MONITORING

### Background:

The Division recognizes its responsibility to make every attempt to provide a safe environment, to protect Division property from theft and vandalism, and to address student behaviour. Video monitoring, and consequently its audio recording, may be used on school property, including school buses, to monitor the safety and security of individuals and property in accordance with these procedures.

### Procedures:

#### 1. Notification

- 1.1. Video monitoring notification signs shall clearly notify users of the area of monitoring.
- 1.2. Students, parents/guardians and staff shall be informed by the Principal or the Director of Transportation Services at the beginning of the school year, and as necessary during the school year, that video and audio surveillance will be used and that video and audio recordings may be used by administration as evidence.
- 1.3. Recordings shall not be disclosed except in accordance with this procedure.

#### 2. Location and Installation

- 2.1. Video camera locations must be authorized by the Director of Facility Services or Director of Student Transportation.
- 2.2. Installation, expansion or replacement of video monitoring systems shall be requested by the Director of Facility Services, Director of Student Transportation, Principal or Site Administrator.
- 2.3. All requests for installation, expansion or replacement of video monitoring systems shall be submitted through [Azzier](#) to Facility Services.
- 2.4. Video-monitoring systems must adhere to Information Technology's specifications.
- 2.5. Only a designated staff member or agent of the Division shall install video cameras.
- 2.6. Video cameras shall be positioned in areas where it is necessary to assist in the provision of the personal safety of individuals and to monitor student behaviour.
- 2.7. Video cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy, including change rooms, washrooms and private conference and meeting rooms. Cameras shall not be directed to look through windows of adjacent non-Division buildings.

#### 3. Access and Use

- 3.1. Only individuals authorized by the Principal or Site Administrator shall have access to the video and audio information collected.
- 3.2. The Principal or Site Administrator shall be responsible for reviewing the use and security of monitoring cameras, including monitors and video and audio recordings.

- 3.3. Video and audio recordings of actions by student(s) or staff may be used as evidence in any disciplinary action brought against an individual arising from conduct on or about school property or regarding student transportation.
- 3.4. Video and audio recordings may be used to detect or deter criminal offences. They may also be used for inquiries and proceedings relating to law enforcement, research, deterrence and discipline.
- 3.5. Video and audio monitoring shall not be used for other purposes unless expressly authorized by or under an Act or under an enactment.
4. Protection of Information, Disclosure, Retention and Disposal
  - 4.1. All video and audio recordings shall be securely stored in a locked area at the respective school or department and viewed only through authorized access.
  - 4.2. Any requests from law enforcement officials for the disclosure of a recording must be submitted through the [Law Enforcement Disclosure Form](#) (Form 180-2).
  - 4.3. If the video and audio recording has been used to make a decision that directly affects an individual, the recording shall be retained for at least one year from the date of the decision.
  - 4.4. All video and audio recordings shall be disposed of in a secure manner.
  - 4.5. Video and audio recordings shall only be viewed on a need-to-know basis and in such a manner as to avoid public viewing. Monitors shall be placed in controlled access areas.
  - 4.6. An individual who is the subject of video and audio monitoring has the right to request access to the video and audio recordings in accordance with FOIP. Access in full or in part may be refused on one of the grounds set out within the legislation.

**Reference:**

Section 11, 33, 52, 53, 197, 222, 225 *Education Act*  
*Freedom of Information and Protection of Privacy Act*