



**Context:**

The Board of Education has responsibility to ensure the safety of all people and to prevent damage or theft from district properties.

**Policy Statement:**

The Board of Education supports the judicious use of video monitoring systems in the District and also believes that the privacy of individuals should be protected

**Guiding Principles:**

1. The Board supports the judicious use of video monitoring systems to protect district facilities and properties including school buses.
2. The use of video monitoring must be strictly controlled by Administrative Procedures in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPP Act) guidelines.

**References:**

- Administrative Procedures: Video Monitoring
- The School Act, Sections 74-01
- The Freedom on Information and Protection of Privacy Act

**Dates of Adoption/Amendments:**

Adopted: 1999.12.14

Amended: June 2003: 2010.02.23: 2010.11.23: 2016.08.30: 2020.10.27



**Purpose**

These Administrative Procedures are written in support of Board Policy 104: Video Monitoring.

**1. Written Policy**

- a. Each site using video monitoring systems shall prepare written procedures consistent with Board policy and the administrative procedure and the *Freedom of Information and Protection of Privacy Act* (FOIPP Act).
- b. All staff shall be made aware of the policy and administrative procedure.
- c. Policies and administrative procedure will be made available through the District website.
- d. In the interest of ensuring currency, this policy and administrative procedure shall be subject to review on a regular basis at each site.

**2. Camera Location, Operation and Control**

- a. The installation of new and permanent video monitoring equipment at a school will occur only with prior approval of the school's Parent Advisory Council (PAC).
- b. Cameras shall only be installed in identified public areas and in school district buses.
- c. The public shall be made aware of the existence of video monitoring by signage at visible points.
- d. Areas chosen for monitoring shall be, as required for the purposes of protecting the safety of individuals in a school facility or on school land or the belongings of those individuals, or the school property itself, to detect or deter crime, or where the camera may provide important information for district planning purposes (e.g. traffic flow).
- e. Only authorized personnel (school and district management staff) shall have access to the video monitoring equipment, and only for the purposes of ensuring health and safety or prevention of theft or damage to property.

**3. Protection of Information and Disclosure**

- a. Security and retention of recorded images will be the responsibility of a designated Principal/Vice Principal or management employee.
- b. Disposal and destruction of recorded images shall be consistent with Board Policy 900: Information Management and Access.
- c. Monitors shall be located in a secure area and positioned in such a way as to avoid public viewing.

4. Use of video monitoring in the District and disclosure of all information shall comply with the FOIPP Act guidelines for the collection of information.

**References:**

- Board Policy 104: Video Monitoring
- Board Policy 900: Information Management and Access
- The School Act, Sections 74.01
- Freedom of Information & Protection of Privacy Act

**Dates of Adoption/Amendments:**

Adopted: 1999.12.14

Amended: 2010.02.23; 2010.11.23; 2016.08.30; 2020.10.27; **2022.10.25**