



Video Surveillance Administrative Procedure 8.72

8.0 Safe Schools

Board Governance Policy Cross Reference:**Legal Reference:**

Date Adopted: May 2018

Date Amended: October 2018, March 2020, July 2024

The primary function of electronic surveillance is to maintain the safety and security of Evergreen School Division (ESD) students, employees, volunteers, visitors and property.

Plain view video surveillance may be used to provide a feeling of security and to discourage and capture activities that may be criminal in nature or against the procedures and rules of the division or individual schools.

These guidelines are applicable to video surveillance placed on Division property or in Division vehicles such as school buses. They are not intended to apply to instances where students or school officials record a specific event or for educational or research purposes.

Guidelines for Use of Video Surveillance

1. Video surveillance camera locations must be authorized by the Superintendent. Any change in camera location must be authorized in the same manner.
2. Public notification signs will be clearly written and prominently displayed at all entrances to buildings and buses that are subject to video surveillance.
 - a. Suggested signage for display at any Division building utilizing video surveillance systems:
For your safety this property is under video surveillance.
 - b. Suggested signage for display on each school bus:
For your safety this school bus is under video and audio surveillance.
3. Video surveillance will not be used in locations where there is generally a higher expectation of privacy (e.g. washrooms, change rooms, private conference/meeting rooms).
4. Video surveillance devices will be only be installed by designated employees or agents of the Division.
5. Video recording storage equipment must be stored in a locked receptacle and not accessible to the public.
6. Monitors used to view playback of or live-streaming of camera feeds should not be located in a position that enables public viewing.

7. Video surveillance recordings may only be viewed for the purpose for which the information was collected/compiled or for a purpose for which the record may be disclosed by the Division under the Freedom of Information and Protection of Privacy Act, (FIPPA).
8. Video surveillance systems may only be accessed and operated by the following personnel:
 - a. Superintendent
 - b. Secretary-Treasurer
 - c. HR Officer
 - d. Transportation Supervisor
 - e. School Principal or designated teacher
 - f. Head Mechanic (technical setup on busses only)
 - g. Designated IT staff (technical setup only)
9. Video surveillance recordings may only be viewed by:
 - designated operating personnel (*only* as outlined in Section 8)
 - parents and students (*only* as outlined in Section 10)
 - Division staff with a direct involvement with the contents of the specific recording, or
 - employees or agents responsible for the technical operations of the system (for technical purposes only)
10. *The Freedom of Information and Protection of Privacy Act* governs to access any video surveillance recordings.

If shared viewing is permissible, deemed necessary, and approved by the Superintendent's Department, limited viewing may occur. Any viewing of video must be done in the presence of a school or divisional administrator.

Viewing may be refused where viewing:

- would be an unreasonable invasion of a third party's personal privacy;
 - would give rise to a concern for a third party's safety;
 - would compromise an on-going school or police investigation or legal proceeding;
 - or on any other ground recognized in *The Freedom of Information and Protection of Privacy Act, (FIPPA)*
11. If an employee is facing any disciplinary action, they may request their union representative or other advocate to also view the recording. All viewing of recordings must be done in the presence of a school or Divisional administrator. If the employee in question is listed in section 8 above, they must not access the recording without approval from their supervisor.
 12. Video surveillance recordings will be shared with police when requested for law enforcement and crime prevention purposes (FIPPA Section 44)
 13. Video surveillance recordings will be stored for twenty-one (21) days before being recycled and rewritten. Recordings can be exported and retained to support a dispute, school investigation, or

legal action as required. Recordings that are retained will be stored in a secure location for maximum of five (5) years unless required longer by ongoing legal action.

14. **8.72A: Video Surveillance System Log** needs to be completed when surveillance records are accessed or exported, or contents of such disclosed, specific information re: to whom, date and purpose need to be indicated.

8.72A: Video Surveillance System Log must also be completed when saved recordings are destroyed.

15. It is the responsibility of the Superintendent or designate to conduct periodic reviews to ensure that this procedure and associated regulations are being adhered to in the Division and that both are reviewed on a regular basis.