

VIDEO MONITORING

Background

The Division supports the use of video monitoring on school and Division property, including school buses and school grounds to promote the safety and security of students, protect Division property, deter and prevent criminal activities and enforce school rules.

Procedures

1. Signs advising users of the premises of video surveillance practices shall notify individuals of the area in which surveillance is conducted; the specific purpose for the surveillance; hours during which surveillance is conducted; who within the organization is responsible for conducting surveillance, and the contact person who can answer questions about the surveillance system, including a telephone number for contact purposes.
2. The Principal shall inform students, staff, parents, and the School Council, at the beginning of each school year that the Division will be monitoring all activity that occurs at designated monitoring points throughout the school year and explain the purpose for such monitoring practice.
3. All staff and contractors shall be made aware of this video monitoring administrative procedure.
4. Cameras shall be positioned in areas where it is deemed necessary to protect assets, assist in the provision of the personal safety of individuals or monitor student behavior.
5. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy, including change rooms and washrooms, nor be directed towards windows of adjacent non-NLSD No. 69 buildings.
6. A video recording of actions by student(s) may be used by the Division or administrators as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about Division property, or with regard to student transportation.
7. Video monitoring may be used to detect or deter criminal offenses, which occur in view of the cameras. They may also be used for inquiries and proceedings relating to law enforcement, research deterrence and student discipline.
8. Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act of Alberta, and any rules or regulations hereunder.
9. Video monitoring shall not be used for other purposes unless legally authorized.
10. The Principal, Director of Facilities, or Transportation Manager shall be responsible for managing and auditing the use and security of monitoring cameras; monitors; tapes; computers used to store images; computer diskettes and all other video records.

11. Only individuals authorized by the Principal, Director of Facilities, Transportation Manager, or Division Administration shall have access to the video information collected. Recordings shall be viewed on a need to know basis only and a log shall be maintained of all episodes of access to, or use of recorded materials.
12. All video recordings not in use shall be securely stored in a locked receptacle.
13. Video records shall be retained for one week and then erased completely. Video records that contain personal information used to make a decision directly affecting an individual, however shall be retained for a minimum of one year.
14. The Principal shall ensure that a tape release form is completed before disclosing tapes to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation. Such release forms shall include the individual or organization who is requesting the tape, the date of the occurrence and when or if the tape will be returned or destroyed by the authority or individual after use.
15. Recording disposal must be handled in a secure manner by shredding, burning or degaussing.
16. Monitors shall be in controlled access areas to avoid public viewing
17. An individual who is the subject of video monitoring has the right to request access to the recording in accordance with the provisions contained under the Freedom of Information and Protection of Privacy Act. Access in full or in part may be refused on one of the grounds set out within the legislation.

Reference: Section 16, School Act
Freedom of Information & Protection of Privacy Act