



ADMINISTRATIVE PROCEDURE 182

AUDIO/VIDEO MONITORING

Background

The Division has a responsibility to provide a safe environment, to protect Division owned or leased property from theft or destruction and to assist in dealing with student or staff discipline matters.

The use of video surveillance equipment on Division owned or leased property and in school busses is permitted in accordance with these procedures.

The Division recognizes both its legal obligation to provide appropriate levels of supervision in the interest of student safety and the fact that students have privacy rights that are reduced but not eliminated while under the supervision at school. A recorded tape or digital recording is recognized to be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Procedures

1. Use of Audio/Video Monitoring
 - 1.1. Audio/Video Monitoring includes the use of video only or audio/video monitoring.
 - 1.2. Video/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 division property or with regard to student transportation.
 - 1.3. Video/audio recordings may be used to detect or deter criminal offenses. They may also be used for inquiries and proceedings relating to law enforcement, research, deterrence and discipline.
 - 1.4. Video/audio recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy (FOIPP) Act, and any rules or regulations there under.
 - 1.5. Video monitoring shall not be used for other purposes unless expressly authorized by or under an Act or under an enactment.
2. Operation in Division Owned or Leased Facilities
 - 2.1. Video cameras owned by the Division may be installed and used to monitor and/or record at any division owned or leased facility.

- 2.2. Video surveillance camera locations must be authorized by the principal or Director of Facility Services in consultation with the Superintendent or designate.
- 2.3. Before video surveillance is introduced at a site consideration must be given to less invasive alternatives.
- 2.4. Video surveillance is not to be used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g. bathrooms, private conference/meeting rooms).
- 2.5. The following sign or something similar must be posted at the main entrance of the division owned or leased facility and other areas subject to video surveillance:

VIDEO MONITORING IS IN USE IN THIS BUILDING FOR EVIDENCE UNDER THE SCHOOL ACT

**For information on the collection of personal information contact:
Assistant Superintendent – Business Services
3656 1st Avenue, Edson, Alberta T7E 1S8
780-723-4471 OR 800-723-2564**

3. Operation in GYPSD or Contract School Buses

- 3.1. Video cameras owned by the Division may be installed and used to monitor and/or record on all school buses.
- 3.2. Video surveillance camera locations must be authorized by the Director of Transportation Services in consultation with the Superintendent or designate.
- 3.3. Before video surveillance is used on a school bus consideration must be given to a less invasive alternative.
- 3.4. The following sign or something similar will be posted on every bus that is adapted to have a video camera:

THIS BUS IS EQUIPPED WITH INTERIOR AND/OR EXTERIOR VIDEO MONITORING EQUIPMENT FOR EVIDENCE UNDER THE SCHOOL ACT

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4. Security of Video Monitoring Equipment and Recordings

- 4.1. Only a designated staff member or agent of the Division will install video cameras. Only designated staff members or agents shall have access to the key that opens the camera boxes. Only these staff members or agents shall handle the cameras, video recordings, or digital recordings.

- 4.2. Video recordings not in use shall be securely stored in a locked area at the respective school/department receptacle. Digital recordings shall be stored on computers with restricted access.
 - 4.3. Video recordings and digital recordings may never be publicly viewed or distributed in any other fashion except as provided by this administrative procedure and appropriate legislation.
 - 4.4. Video and digital recordings not used as evidence are not to be retained for more than 60days.
5. Viewing of Video Recordings and Digital Recordings
- 5.1. Video monitors used to view video recordings or digital recordings shall not be located in a position that enables public viewing. Recordings may only be viewed by the designated staff members or by parents/guardians and students. (Note. 5.2 below), or by staff members or agents responsible for the technical operations of the system (for technical purposes only).
 - 5.2. If a staff member or student is facing any disciplinary action, he may authorize his union representative or advocate to also view the recording.
 - 5.3. Parents/guardians requesting to view a segment of a recording that includes their student may do so. Students may view segments of a recording related to themselves, if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act. Student or parent/guardian viewing must be done in the presence of an administrator. A student or parent/guardian has the right to request an advocate to be present. Viewing may be refused or limited 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, or on any other grounds recognized in the Freedom of Information and Protection of Privacy Act.
 - 5.4. Parents/guardians may be asked to view a segment of a recording in the presence of the principal or Director of Transportation Services.
6. Retention of Video recordings and Digital Recordings used as Evidence
- 6.1. Where an incident raises a prospect of the legal claim against the Division, the recording, or a copy of it, shall be sent to the Division's insurers.
 - 6.2. Video recordings and digital recordings shall be erased unless they are being retained at the request of the principal, Superintendent or designate, staff member, parent/guardian of student for documentation related to a specific incident, or are being transferred to the Division's insurers.
 - 6.3. Video recordings and digital recordings retained under 6.2 shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape must be kept for a minimum of one year as required by the Freedom of Information and

Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

7. Access and Review

- 7.1. Each principal is responsible for the proper implementation and control of the video surveillance system at their school.
- 7.2. The Director - Transportation Services is responsible for the proper implementation and controls of video cameras on school buses.
- 7.3. The Director - Facility Services is responsible for the proper implementation and controls of video cameras at all other locations.

References: School Act Sections 12, 20, 24, 25, 45(8), 60, 61, 113, 123, 124
Freedom of Information and Protection of Privacy Act Section 33, 34, 35, 39, 40
AP 180 - Freedom of Information and Protection of Privacy
AP 310 - Safe and Caring Schools
AP 350 - Student Conduct
AP 356 - Searches by School Authorities

Developed: September 22, 2010
Amended: December 19, 2012