

VIDEO SURVEILLANCE OF FACILITIES, PROPERTY AND SCHOOL BUSES

Background

The protection of HPSD property and maintenance of the health, welfare and safety of the students and staff while on HPSD property are important functions of HPSD. The monitoring of individuals who enter upon the school grounds, school property or school buses is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and HPSD property. The value of video surveillance systems and monitoring activity on school property, on school grounds or on school buses, and its use in the maintenance of order and discipline within the school setting is recognized. Accordingly, the Superintendent authorizes the use of video surveillance practices, in accordance with procedures established herein.

Procedures

1. Camera Location, Operation, and Control:

- 1.1. HPSD buildings, grounds and buses may be equipped with video monitoring devices.
- 1.2. Video surveillance may only be placed in areas where surveillance has proven to be necessary as a result of prior property damages or related security incidents, and in areas where upon reasonable grounds the surveillance will be deemed to be a viable deterrent.
- 1.3. Surveillance cameras located internally shall not be directed to look through windows to areas outside the building or buses, unless necessary to protect external assets or to ensure for the personal safety of patrons or employees. Cameras shall in no event be directed to look through the windows of adjacent buildings.
- 1.4. Cameras shall not be used to monitor areas where the public has a reasonable expectation of privacy, including change rooms and washrooms.
- 1.5. Only individuals authorized by the Principal or Director in accordance with this administrative procedure, shall have access to video equipment, or be permitted to operate the controls.
- 1.6. The Secretary Treasurer shall be responsible to audit the use and security of surveillance cameras and video surveillance information.

2. Notification:

- 2.1. Signs will advise that the premises may be under video surveillance.
- 2.2. Schools that have video surveillance will provide notification in their Student/Parent Handbook.
- 2.3. Students shall be informed at the beginning of each school year and as necessary during the school year, that HPSD will be monitoring all activity which occurs at designated monitoring points throughout the school year, and as to the purpose for such monitoring practices.

3. Use of Video Surveillance Information and Recordings:

- 3.1. A video recording of actions by students may be used by administrators as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about HPSD property.
- 3.2. Video recordings of students, staff, contractors or others may be reviewed or audited for the purposes of determining adherence to these administrative procedures and school rules.
- 3.3. Video records may be monitored on a random and non-random basis as is deemed necessary and prudent in order to ensure for the safety and security of students, staff, visitors and HPSD property, and adherence to school rules.
- 3.4. Video surveillance may be used to detect or deter criminal offences which occur in view of the cameras.
- 3.5. 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 there under.
- 3.6. Video surveillance and the resulting recordings may be used for:
 - 3.6.1. inquiries and proceedings relating to law enforcement.
 - 3.6.2. deterrence.
 - 3.6.3. discipline.

- 3.7. Video surveillance shall not be used for other purposes unless expressly authorized by or under an Act or enactment.

4. Protection of Information and Disclosure

4.1. Security and Retention of Surveillance Information and Recordings:

- 4.1.1.all recordings that have been used for the purpose of this policy shall be numbered and dated and retained according to camera site.
- 4.1.2.the individual responsible for enforcement of video monitoring practices must authorize access to all video records.
- 4.1.3.a log shall be maintained of all episodes of access to, or use of recorded material.
- 4.1.4.any and all records containing personal information that have been used to make a decision that directly affects an individual shall be retained for a minimum of one year.
- 4.1.5.the individual designated responsible for administration of this administrative procedure shall ensure that a record release form is completed before disclosing records to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation.

4.2. Security and Retention of Surveillance Information and Recordings

- 4.2.1.after retention period, recordings may be overwritten unless used in a criminal investigation. Records used in a criminal investigation must be retained indefinitely.

4.3. Video Monitors and Viewing

- 4.3.1.only the Principal or Director or individuals authorized by that individual, and members of the police shall have access to video monitors while they are in operation.
- 4.3.2.video monitors should be in controlled access areas wherever possible.
- 4.3.3.records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

4.4. Disclosure

- 4.4.1.recordings shall not be disclosed except in accordance with this administrative procedure. Disclosure of video records shall be on a need to know basis, in order to comply with HPSD objectives, including the promotion of the safety and security of students, the protection of HPSD property, deterrence and the prevention of criminal activities and the enforcement of school rules.

4.5. Access to Personal Information

- 4.5.1.an individual who is the subject of video surveillance 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 full or part may be refused on one of the grounds set out within the legislation.

HPSD Forms

[312 – Video Records Log](#)

References

Section 45, 60, [School Act](#)
[Freedom of Information and Protection of Privacy Act](#)

Cross References

AP 170 FOIPP