



DISTRICT PRACTICE 2500
VIDEO SURVEILLANCE ON SCHOOL PROPERTY

DISTRICT PRACTICE:

1. INSTALLATION OF CAMERAS AND RELATED EQUIPMENT

- 1.1 Cameras shall be located in areas where they will assist in enhancing safety and security.
- 1.2 Cameras shall not be installed in a location where common-sense public expectation of privacy is compromised (i.e. change rooms, washrooms, neighbourhood windows).
- 1.3 Live video monitors shall be installed in an area of restricted access (i.e. the school office) and shall be monitored on an ongoing basis.
- 1.4 Signs shall be posted at any site at which security cameras are installed. These signs shall indicate the presence of cameras for the purpose of surveillance.
- 1.5 A Parents' Advisory Council may make recommendations to the Board to have video surveillance equipment installed at that school consistent with this district practice and policy.
- 1.6 The School District will do an annual review to assess whether the objectives of this policy are being met.

2. OPERATION OF CAMERAS AND RELATED EQUIPMENT

- 2.1 Only appropriate administrative personnel or service technicians shall have or allow necessary access to recorded video information.
- 2.2 Copies of recordings created by the system shall only be released to those agencies so authorized under the *Freedom of Information and Protection of Privacy Act* (i.e. police authorities). In such cases, the attached release form shall be completed and filed. Copies of recordings which are not required for purposes of an investigation shall be destroyed after a period of one year.
- 2.3 All copies of recordings shall be filed in a manner to facilitate identification and audits.

[POLICY 2500 VIDEO SURVEILLANCE ON SCHOOL PROPERTY](#)
[FORM 2500 VIDEO SURVEILLANCE ON SCHOOL PROPERTY](#)

RESOURCES: [School Act Section 74.01](#)

ADOPTED: February 2012

Amended: June 2012, October 2012, November 2015, March 2020



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3. ADMINISTRATIVE DUTIES RELATED TO VIDEO SURVEILLANCE CAMERAS

- 3.1 The Director of Operations shall be appointed and assigned the duty of ensuring adherence to the specified guidelines. This person shall be identified as the contact person to all parties.
- 3.2 Administrative personnel assigned to the system at the sites shall be informed of the operational and administrative duties related to video surveillance at the site.
- 3.3 Administrative personnel shall review their expectations with appropriate staff regarding the monitoring of displays and the process for reporting any incidents.
- 3.4 Any disclosure of recorded information shall follow the *Freedom of Information and Protection of Privacy Act* requirements.

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