

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Video Surveillance			
Procedure Type:	School Operations, HR, Transportation, etc.	Implementation Date:	MAR. 8, 2023
Procedure Number:	4.39	Last Approval Date:	MAR. 8, 2023
AP Owner	IT Specialist	Last Reviewed:	MAR. 8, 2023
Legal Reference(s):	<i>The Education Act – Sections 85, 87, 175</i> <i>The Local Authority Freedom of Information and Protection of Privacy Act</i> <i>School Division Administration Regulation – Sections 45 and 46</i>		

Background

Living Sky School Division (LSKYSD) is responsible for providing a safe environment and protecting Division students, staff, and property from theft or vandalism.

For safety reasons and deterring destructive acts, LSKYSD authorizes the use of video surveillance equipment on Division property and busses where circumstances have shown that it is necessary and the benefit outweighs the impact on the privacy of those observed.

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

Scope

This procedure applies to all LSKYSD staff, students, parents, and members of the public who use Division facilities, grounds, and transportation services.

Roles & Responsibilities

Principal

- Notification to families, staff, and students cameras are in use on the property
- Orient staff, students, parents and members of the public to the existence and use of surveillance cameras

Facilities Specialist

- Posting of signage on LSSD property

LSKYSD Privacy Officer

- Responding to questions and access requests from students, parents/guardians, and staff relating to images and recordings

Transportation Specialist

- Posting of signage on busses
- Notification to families if a camera system is present on their bus

IT Specialist

- Provide training on care, maintenance, and use of associated equipment



Procedures

1. Usage

- a. LSKYSD may use images and recordings of student actions as evidence in any disciplinary action brought against the student arising out of that student's conduct or related to Division property.
- b. LSKYSD may use images and recordings to deter and detect criminal offenses that occur or may have occurred in view of the video surveillance.
- c. LSKYSD may use images and recordings for the purposes of determining adherence to the Division policies, procedures and school rules.
- d. LSKYSD may use images and recordings for any other purpose authorized by The Local Authority Freedom of Information and Protection of Privacy Act or any other enactment.
- e. Use of any device for surveillance including but not limited to smart phones, tablets, video, or audio recorders by students, staff members, or community members is not permitted unless otherwise authorized in consultation with the LSKYSD Privacy Officer.

2. Notification

- a. Clear and prominently displayed signage provided by the facilities team, advising of the presence of surveillance cameras will be posted at common entrances to sites where cameras are present.
- b. Clear and prominently displayed signage provided by the transportation team, advising of the presence of surveillance cameras must be posted at command entrances to busses where cameras are present
- c. The principal shall inform students, staff, and parents at the beginning of each school year of the presence of video surveillance in school buildings and/or on school grounds.

3. Access

- a. Images and recordings may only be viewed by staff who have supervisory responsibilities relating to the incident in question and a legitimate need to view the images.
- b. Staff, parents/guardians, students, and third parties seeking access to their personal images or recordings are to apply for access under The Local Authority Freedom of Information and Protection of Privacy Act.
- c. Viewing of images and recordings may be refused or limited where the 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 ground recognized in The Local Authority Freedom of Information and Protection of Privacy Act.



- d. Images and recordings may be provided to the Board's insurers if they may provide evidence in relation to a potential legal claim against the Board.
- e. Images or recordings that may provide evidence of a crime may be disclosed to a law enforcement agency where permitted by The Local Authority Freedom of Information and Protection of Privacy Act.
- f. A student or parent/guardian who has been granted access to images or recordings under The Local Authority Freedom of Information and Protection of Privacy Act must view images or recordings in the presence of a Division employee as approved by the LSKYSD Privacy Officer.

4. Retention

- a. Video records shall be deleted within 3 months unless they are being retained at the request of the LSKYSD Privacy Officer, principal, Board member, student, or parent and are related to a specific incident, or have been transferred to the Board's insurers.
- b. Video records retained under clause 4a shall be erased as soon as the incident in question has been resolved, except if the recording has been used in the making of a decision about an individual, then the recording must be kept for a minimum of one (1) year as required by *The Local Authority Freedom of Information and Protection of Privacy Act* unless earlier erasure is authorized in writing by or on behalf of the individual.
- c. Where an incident raises the prospect of a legal claim against the Division, a copy of the recording shall be retained by the LSKYSD Privacy Officer.

5. Accountability

- a. The use of video surveillance is to be carried out in accordance with this procedure. The Board will not accept the improper use of video surveillance and will take appropriate disciplinary or other action if this procedure has been violated.