

ADMINISTRATIVE REGULATIONS

TITLE: VIDEO SURVEILLANCE

CATEGORY: HEALTH AND SAFETY

NUMBER: 3280

CIRCULATING UNTIL APRIL 22, 2026

I. Rationale

To promote safety, security, and accountability on school district property through the controlled use of video surveillance while upholding individuals' rights to privacy.

II. Use of Cameras

- a. Cameras are installed only where necessary to support safety, security, or investigative needs.
- b. Prohibited Locations: No cameras in areas where privacy is expected (e.g., washrooms, change rooms, private offices).
- c. Surveillance must be time-limited to periods of elevated risk and not continuous unless justified.

III. Consultation and Notification

- a. New or modification of existing surveillance at a school site requires approval from the Superintendent or designate with a report outlining the rationale, incidents prompting it, and less invasive options considered.
- b. The report must confirm consultation with the school administrators and school community, including approval by the Parent Advisory Council (PAC), as required under Section 74.01 of the *School Act*.
- c. Signs must be posted at all active surveillance sites indicating camera use, and a contact person. Signs indicating that video surveillance is in the area shall not be posted in locations where video surveillance is not operational.
- d. Organizations renting school facilities must be notified of surveillance.
- e. Schools with operational video surveillance systems will provide families with annual communication reminding them that video surveillance is in use at the site.
- f. The Superintendent of Schools or designate may authorize any exceptions to section III for temporary and specific investigations.

IV. Operation and Security

- a. Only designated employees or service providers may install, access, or maintain equipment.
- b. Storage and access equipment must be in restricted access areas (e.g., main office) and monitored appropriately.
- c. Logs must be kept of all access to recordings.

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V. Access to Recorded Images

a. Who Can View Recordings:

- i. The building administrator or authorized installer.
- ii. Transportation management for bus footage.
- iii. Technical staff for maintenance purposes.
- iv. Law enforcement at the administrator's discretion.
- v. Parents/students as outlined in Section V (b).
- vi. Staff directly involved in the recorded incident.
- vii. Union reps/advocates with written consent of the employee/student.

b. Viewing Conditions:

- i. Monitors must not be publicly viewable.
- ii. Parent, student access or any third-party access must comply with FOIPPA.
- iii. Viewing may be denied protecting third-party privacy or safety.
- iv. All viewings must occur in the presence of an administrator; advocates may attend upon request.
- v. Emergency responders may receive temporary access for training or during emergencies.

VI. Retention of Footage

- a. Recordings not required for investigation must be deleted within three months.
- b. Recordings related to incidents may be retained and shared with legal counsel, law enforcement, or insurers.
- c. Retained footage is subject to FOIPPA and must only be kept as long as necessary for the intended purpose.

VII. Administrative Oversight

- a. The Superintendent or designate will conduct an annual review of system use and report to the Board as required under Section 74.01 of the *School Act*.

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References: