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## **VIDEO SECURITY SYSTEMS**

The video security system in the Division shall be used primarily to provide a record for use in resolving issues which threaten the safety and security of persons or property or is contrary to current policies and procedures.

Prior to installation of video security systems in interior learning spaces; 1) the Board of Trustees must give approval, 2) staff and students must be consulted and 3) parents informed. The video system shall not be used to monitor teachers or any employees in the performance of their duties.

### **Location of Equipment**

The servers storing the video shall be housed in the Division Office in a locked space. The software applications and monitors shall be housed in school offices, out of sightlines by the public.

Decals/signage shall be placed at building entrances and/or on school grounds to advise students, staff, and public they are entering an area under video surveillance.

No cameras shall be installed to monitor the interior of any washrooms, shower rooms or changing areas.

Cameras shall be located strategically in hallways and exteriors of buildings to monitor high traffic areas.

### **Authorized Personnel & Video Records**

The principal, vice-principal, designated secretary, network administrator, information technician, transportation supervisor, and maintenance supervisor shall have access to the software.

The viewing of the video record shall be under the authority of the principal. The principal shall ensure compliance with all privacy legislation and regulations.

Due to the Freedom of Information and Protection of Privacy Act, guardians shall not view recordings when other students are involved.

The principal shall be authorized to deal with any inquiries or concerns regarding the security system.

The video record shall be used to determine a breach of security, ascertain a loss due to theft or an act contrary to procedures such as [AP 210: Safe and Caring Schools](#) or [AP 812: Respectful Workplace](#).

When a crime has occurred and police request access to a record, the Superintendent will decide whether the record can be shared directly or if a subpoena is necessary to ensure due process and protect the rights of all parties involved.

The video recordings shall be retained based on the recording memory capacity of the software and servers. If the video record is required for a legal investigation, the Superintendent will create a permanent record of the video and share it with the requesting police or appropriate authority. The Divisional record shall be secured by the Superintendent.