

## **PROCEDURE 5705.1**

### **VIDEO SURVEILLANCE**

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Video surveillance may only be used for purposes authorized by the Superintendent of Schools and in compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*. Its primary function is to enhance the safety of students, staff, and the public, and to protect district property.

Surveillance should only be introduced when less intrusive methods are unavailable or ineffective. Surveillance is not intended for the routine monitoring of staff or student behaviour; however, when footage captures evidence of misconduct, violations of school or district rules, or incidents of concern, it may be reviewed and relied upon by administrators as part of the district's duty to ensure safety and accountability.

#### **APPROVAL OF SURVEILLANCE**

- a. Prior to the introduction of any new video surveillance systems in schools or district facilities, the Superintendent of Schools must provide written approval.
- b. A detailed report must be submitted to the Superintendent of Schools outlining the purpose for which surveillance is being considered, the reasons or justification for its introduction, and the incidents or circumstances giving rise to safety or security concerns. This report must also identify whether less intrusive alternatives were considered and why they were found to be insufficient.
- c. Consultation with Parent Advisory Councils and other affected stakeholders, as required under the *School Act*, must also be documented. In accordance with section 74.01 of the *School Act*, the initiation of a permanent video surveillance system requires the approval of the Parent Advisory Council.
- d. In exceptional circumstances, covert surveillance may be approved by the Superintendent of Schools, but only where compelling reasons such as significant safety threats or repeated property loss exist, and only after careful consideration of alternatives. Such covert surveillance must be strictly limited in scope and duration and cannot be authorized on an ongoing basis.

#### **INSTALLATION AND OPERATION OF SURVEILLANCE EQUIPMENT**

- a. All installation of surveillance equipment must be carried out either by designated district employees or by contracted agents who are bound by strict confidentiality and security requirements.
- b. System components, including video monitors and recording devices, must be placed in controlled access areas where only individuals authorized by the Superintendent of Schools have entry. Public display of monitors is not permitted. System components with internet connectivity must be secured with appropriate safeguards, including firewalls, encryption, and user authentication.

- c. Each site must maintain a log of all access to system components to ensure accountability.
- d. Surveillance equipment will not be installed in areas where individuals have a reasonable expectation of privacy, such as washrooms or change rooms, unless the Superintendent of Schools determines that compelling circumstances exist and approves such use.
- e. Restrictions also apply to the use of dash cameras in district-owned vehicles, which are not permitted unless explicitly authorized by the Superintendent of Schools and fully compliant with FIPPA and the *School Act*.
- f. Where surveillance has been approved the affected students, staff, volunteers, and the public must be notified of surveillance through clearly worded signage, prominently displayed at the perimeter of all surveillance areas. These signs must indicate the purpose of the surveillance, the legal authority for collection, and contact information for an administrator who can respond to questions.

### **SECURITY AND RETENTION**

- a. All surveillance footage must be stored securely, either in a locked physical cabinet or through secure digital storage systems that restrict access to authorized personnel. Digital footage must be protected by electronic safeguards, including encryption and controlled user authentication.
- b. Logs of all access to and use of footage must be maintained.
- c. Footage must not be sold, publicly displayed, or distributed except as permitted under this procedure, Board policy, or as required by law.
- d. The district may rely on surveillance footage to investigate incidents, support legal claims, or provide evidence in proceedings involving insurers, legal counsel, or the courts. Disclosure of footage to third parties is permitted only in compliance with FIPPA or other applicable laws and may include disclosure to law enforcement in connection with specific investigations. Unless otherwise required, footage will ordinarily be destroyed within one month of its creation. Requests to retain footage beyond this period may be submitted in writing to the Superintendent of Schools or designate, specifying the reason and intended duration.

### **ACCESS BY PARENTS/GUARDIANS, STUDENTS, OR EMPLOYEES**

- a. Access to surveillance footage by students, parents/guardians, or employees is permitted only to the extent that it is consistent with FIPPA.
- b. Requests must be reviewed to ensure that granting access does not unreasonably invade the privacy of others.
- c. Where access is granted, a viewing must take place in the presence of an administrator or other designated official, and parents/guardians or students may request a support person be present during the viewing.

- d. Staff may also be granted access where it is reasonable and necessary to investigate or respond to a specific incident.
- e. Requests may be refused where they would compromise third-party privacy, create safety concerns, or fall within the exemptions set out in FIPPA.

#### **ACCESS BY LAW ENFORCEMENT**

The district may disclose or provide access to surveillance footage or equipment to the RCMP or other law enforcement officials where authorized by law or where such disclosure is required in the context of a specific investigation. Any disclosure to law enforcement must comply with the requirements of FIPPA and other applicable legislation and must be limited to what is strictly necessary for the purpose identified.

#### **ANNUAL REVIEW**

The Superintendent of Schools shall conduct an annual review of the use of surveillance in the district.

**UPDATED: March 9, 2026**