



AP 4-400 – VIDEO SURVEILLANCE

The Western School Division recognizes it has an obligation to protect the safety and security of students, employees, visitors and its property and to maintain order in its schools, while at the same time balancing and respecting the personal privacy of its students, employees and visitors.

In carrying out its obligations, video surveillance is a tool, which the Division may use as a means of protecting its students, employees, visitors and property from activities, which are criminal in nature or contrary to the rules and policies of the Division, which govern safety and security.

The Division recognizes that its duty of care to its students is paramount to all other duties imposed on the Division, and that the psychological benefit to students from feeling safe and protected while in the Division's care generally outweighs the psychological effect of being under surveillance by plain view video surveillance.

INSTALLATION AND IMPLEMENTATION PROCEDURES

The actual installation and implementation of video surveillance shall be conducted in accordance with the following principles:

1. Cameras will only operate when necessary to achieve the Division's goals.
2. The placement of the cameras shall be such as to minimize intrusions into the privacy of individuals who may be viewed by the cameras.
3. That recorded information, which is necessary to identify the offender(s) and, provide information for discipline or prosecution, shall be retained until such time the matter is resolved. All other information shall be destroyed.
4. The recorded information shall only be made available to those individuals or organizations who have a legitimate right to access the evidence.
5. Where the use of plain view video surveillance has been approved to be used in any school, signs shall be placed in a visible area in all entrances to the school advising that the school is subject to video surveillance.
6. In the case of plain view surveillance, video images may be stored as digital images, which will be overwritten, based on the capacity of the equipment used. Notwithstanding the foregoing, the digital images shall not be overwritten until 72 hours have lapsed from the date when they were first recorded.

Adopted: August 2015