

# ADMINISTRATIVE PROCEDURES

<b>SUBJECT: VIDEO SURVEILLANCE</b>
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1. This Administrative Procedure applies to the Meraki IP Camera systems installed by IT. It should be considered an interim procedure until all legacy video surveillance systems are replaced.
2. The Superintendent of Human Resources sponsors and manages the overall video surveillance program.
3. The System Coordinator of Safe Schools, Manager of Information Technology and Manager of Facility Maintenance and Capital co-ordinate the life-cycle management of authorized video security surveillance systems (design specifications, equipment standards, installation, maintenance, replacement, disposal, system audits) and related requirements such as signage and training.
4. The Manager of Information Technology works with the System Coordinator of Safe Schools to recommend design requirements for video security surveillance reception equipment and storage device systems, as well as training requirements.
5. School Principals co-ordinate the day-to-day operation of the video security surveillance system in schools. The Manager of IT will coordinate with board office departments to appoint appropriate staff to manage the day-to-day operation of video surveillance systems at board office non-school locations.
6. The Principal will notify parents/guardians, School Council members, staff and students as to the necessity of a video security surveillance program for the school.
7. The System Coordinator of Safe Schools, in consultation with the Principal, authorizes all permitted locations for video security surveillance equipment and coverage.
8. The System Coordinator of Safe Schools and Principal ensures proper signage is displayed throughout the school and/or Administrative Office sites indicating that the property is under video security surveillance and that they may contact the office with any questions. This will include Board-operated school buses where a video surveillance security system has been installed.
9. The system retains the recorded data and images captured by a video security surveillance system for a maximum of 30 days. The system will store any exports used for investigations for up to 1 year from the date of export after which it will

automatically be deleted. Record of access is kept by the system. If the footage is required for Board evidentiary purposes, the Principal will contact the System Coordinator of Safe Schools and the IT Department to arrange for the footage to be downloaded and secured in an appropriate location until the culmination of the investigation, plus any document retention required. If the footage is required for law enforcement purposes, footage shall be saved to a secure USB device and the handover of such media is documented below (Appendix A).

10. A Storage Device Release Form will be completed before any storage device is disclosed to appropriate authorities. The form will indicate who took the device, under what authority, when this occurred, and if it will be returned or destroyed after use. This activity will be subject to audit by the System Co-ordinator of Safe Schools and/or the Board Privacy and Records Officer. The instructions for completion of the form are included with the form. Principals must send a copy of the completed form following release of materials to the System Coordinator of Safe Schools, copying the area Superintendent of the school. The document must be retained by the school in accordance with the Board's Records Retention Schedule.
11. Only the System Coordinator of Safe Schools, the Principal or a designate (designated by name and position e.g. Vice-Principal, Office Supervisor) may review the recorded video surveillance footage. Circumstances, which would normally warrant review, will normally be limited to an incident that has been reported/observed or to investigate a potential incident. Live footage may be viewed for the purposes of investigation by the Principal, Vice-Principal or designate. A designate of the Principal within the school (e.g. school secretary), will only have access to live footage and not the ability to record or review recorded material.
12. The system will retain a digital log of all instances of access to, and use of, system access, recorded data, for audit or investigative purposes. The digital logs will be retained for one year.
13. The system will send alerts to the IT Department to provide notification of camera failures or potential network issues. The Principal or designate will review the satisfactory operation and coverage of each camera in their school on a regular basis not to exceed one month. The Principal will determine locally how those checks are recorded.
14. The Principal sends out notification through their normal communication channels (see Appendix B) i.e.: newsletter, School Handbook, or social media platforms, informing parents/guardians, students and staff of the installation of a video security surveillance system at the school location.
15. The Principal will evaluate the video security surveillance program annually, or earlier if required.

## **VIDEO SURVEILLANCE**

Procedures No. A-AD-143-23

Implementation Date: April 13, 2005  
Revised: September 18, 2006  
October 16, 2023

Reference: Board Policy & Regulations  
Education Act  
Municipal Freedom of Information and Protection of Privacy Act



**APPENDIX A**

**STORAGE DEVICE RELEASE FORM  
VIDEO SECURITY SURVEILLANCE EQUIPMENT**

Instructions for Principals:

1. This form is to be used when downloading and issuing video surveillance footage to law enforcement or other authorized organizations ( i.e.: Children’s Aid Society, Ministry of Labour).
2. Follow the procedures in the video surveillance system user manual for the download of the footage, set-up of the secure USB key, and transfer of footage to the USB key.
3. Once completed and the USB key is issued, scan and copy this form and send to System Coordinator of Safe Schools and your area superintendent.

<b>School</b>	
<b>Date</b>	
<b>Requesting Authority (Name, Agency, Incident/Warrant Number)</b>	
<b>Reason For Request</b>	
<b>Details of Footage (Day, Date, Time Start/ Finish</b>	
<b>Details of Location of Footage (Camera Number, Corridor, Viewpoint, Coverage, etc.)</b>	

Name of person issuing the USB Key \_\_\_\_\_

Date Issued \_\_\_\_\_

Signature \_\_\_\_\_

Name of person receiving USB Key \_\_\_\_\_

Date Received \_\_\_\_\_

Signature \_\_\_\_\_

**APPENDIX B**

<Insert School Logo and Address Header>

Dear Parent/Guardian/Student:

To enhance the safety and security of students and staff and promote a safe learning and working environment, it has been determined through careful analysis that the best method to provide this is through the installation of a video security surveillance system.

The system will be installed in accordance with Board Policy and Regulations No. P-AD-143. Reception equipment for the video security surveillance system will be located in public areas of the school only and will be clearly identified through the use of signage. It may be located on school buses. The equipment will not be located in areas such as washrooms or change rooms, where there is a higher expectation of privacy.

Access to the equipment will be allowed for authorized personnel only. Recorded data will be retained for 30 days. Recorded data may be viewed for the purpose of investigation of reported incidents, requests from law enforcement, or other safety and security issues identified by school staff, as may be required pursuant to the Municipal Freedom of Information and Protection of Privacy Act. The data storage device will be kept in a secure area for one year from the date of resolution of the incident. All recorded data will be disposed of in a safe and secure manner so that personal information cannot be reconstructed or retrieved.

The collection of this personal information is authorized under the Education Act and is carried out in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions about the collection of this information should be directed to the School Principal.

Respectfully,

<School Principal Name>