

Heritage Academy of Learning Excellence

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Video Surveillance Policy

Effective Immediately for reasons of enhancing the safety of students, staff and others on school premises and deterring destructive acts, Heritage Academy authorizes the use of video surveillance equipment on school property where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed.

Heritage Academy recognizes both its legal obligations to provide appropriate levels of supervision in the interests of student safety and the fact that students and staff have privacy rights that are reduced, but not eliminated, while at school. Thus video surveillance must be carried out in a way that respects student and staff privacy rights.

A recording is recognized to be subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA).

Administrative Procedures

Routine Use

Video cameras may be used to monitor and/or record.

Video surveillance camera locations must be authorized by the Principal of Heritage Academy.

Video surveillance may be used at times and places where vandalism, safety or security issues are likely to occur.

Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to video surveillance. Notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system.

Video surveillance is not to be ordinarily used in locations where private activities/functions are routinely carried out (e.g., bathrooms).

Investigative Use

The Principal of Heritage Academy may authorize video surveillance for a time-limited specific investigation into criminal conduct on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.

Security

Video cameras will be installed by a designated employee or a staff member of Heritage Academy. Only designated school employees shall handle the camera or recordings.

Only a designated employee or a staff member of Heritage Academy shall have access to the computer or media on which video surveillance records are stored. The computer and/or

recording media shall be password protected, encrypted and stored in a secure area away from public viewing to which only the building administrator or designated school district employee has access.

Recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by the policy and appropriate legislation.

Real Time Monitoring

Real time monitoring may be implemented for the purposes of identifying problems that require immediate intervention and for the safety of people on the premises during regular school hours or after hours and weekends to monitor community use of schools.

Real time monitoring may also be permitted for other purposes such as monitoring weather conditions for grounds maintenance purposes (e.g., ice and snow removal).

Viewing Recordings

Monitors used to view video recording will not be located in a position that enables public viewing.

Recordings may only be viewed by a designated employee or a staff member of Heritage Academy.

Parents and or guardians may review a segment of a recording if the segment relates to a specific incident (e.g., accident or misconduct) involving their child/children, unless the review might violate the privacy of a third party. In that case, the review should not take place unless authorized by the Principal. Students may view a segment of a recording relating to themselves if they are capable of exercising their own access to information rights under the *Freedom of Information and Protection of Privacy Act*. Student/parent/guardian viewing must be done in the presence of an administrator.

Records may be disclosed to police to assist in police investigations as authorized by the Freedom of Information and Protection of Privacy Act.

Retention of Recordings

Where an incident raises a prospect of a legal claim against Heritage Academy, the digital video file, or a copy of it, shall be sent to the school's insurers.

The system will be configured to loop at least monthly thereby automatically erasing the previous month's video recording.

Video recordings will be retained for one year if the recording has been used in making a decision about an individual as required by the *Freedom of Information and Protection of Privacy Act* unless earlier erasure is authorized by or on behalf of the individual.

Review

The principal and school administrators are responsible for the proper implementation and control of the video surveillance system. The principal should involve the maintenance department to repair, install or maintain these systems to the school's standard.

The principal and school administrators shall conduct a review at least annually to ensure that this policy and procedures are being adhered to.

Video monitoring is to be carried out in accordance with this policy and these procedures. Heritage Academy will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this policy.