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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

<b>Policy Code:</b>	EBAC
<b>Title:</b>	Facility Electronic Surveillance
<b>Cross Reference:</b>	
<b>Legal Reference:</b>	Freedom of Information and Protection of Privacy Act
<b>Adoption Date:</b>	May 18, 1999
<b>Amendment or Re-</b>	November 17, 2009
<b>Affirmation Date:</b>	February 27, 2018

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL ALLOW ELECTRONIC SURVEILLANCE ON SCHOOL PREMISES OR IN SCHOOL BUSES TO PROMOTE AND ENSURE SAFETY AND SECURITY AND PROTECTION OF PROPERTY, DETERRENCE AND THE PREVENTION OF CRIMINAL ACTIVITIES, AND THE ENFORCEMENT OF SCHOOLS RULES CONSISTENT WITH THE PROVISIONS OF THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*.

**DEFINITIONS**

Electronic Surveillance refers to video-audio-digital components of multi-media surveillance.

**REGULATIONS**

1. Electronic Surveillance may be used for the following purposes:
  - 1.1. promote safety and security within schools;
  - 1.2. evidence in any disciplinary action brought against students arising out of the student's conduct in or about Board or contractor property;
  - 1.3. determining adherence to Board policy and school rules;
  - 1.4. detect or deter criminal offenses;
  - 1.5. inquiries related to law enforcement;
  - 1.6. educational research approved by the Superintendent of Schools adhering to ethical research standards including but not limited to signed parental consent.
2. The Superintendent of Schools must approve the installation and use of any electronic surveillance equipment in schools or on school property, and be made aware of the equipping of school buses with electronic surveillance devices for monitoring student behavior.
3. When electronic surveillance devices are present visible notices will be posted within the school.
  - 3.1. Electronic surveillance shall not occur in areas where there is a reasonable expectation of privacy.

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4. When electronic surveillance devices are located within buses, notification will be sent home at the commencement of each school year notifying parents that the Board may be recording student behavior on buses and the purposes of such surveillance practices.
5. School Principals or contractors shall be responsible to manage and audit the use and security of electronic surveillance devices.
6. All electronic surveillance operations are subject to audit and school Principals and contractors may be called upon to justify any aspect of their use of electronic surveillance.
7. An electronic surveillance record is subject to the *Freedom of Information and Protection of Privacy Act* and is therefore subject to the Act's practices with respect to the collection, use, disclosure, and retention of information that occurs in view of the surveillance operations.
8. The following procedures will be used for the purpose of protecting information, securing, retaining and disposing of electronic surveillance recordings:
  - 8.1. Electronic surveillance recordings should be retained for a minimum of two months.
    - 8.1.1. Data storage is typically erased as new recordings replace the most dated data on an ongoing basis.
  - 8.2. Electronic surveillance recordings may be transferred to an alternate storage device if the recordings contain information was used to make a decision affecting an individual or is needed for investigative purposes.
    - 8.2.1. The data on the alternate storage device will be erased or destroyed upon resolution of the decision as per the *Freedom of Information and Protection of Privacy Act*.
  - 8.3. The principal must authorize access to all electronic surveillance records.
  - 8.4. A log shall be maintained of all episodes of access to, or use of electronic surveillance records.
  - 8.5. The principal shall ensure that an electronic surveillance release form is completed before disclosing recorded data to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with the *Freedom of Information and Protection of Privacy Act*. Such release forms should include the individual or organization who is requesting access to electronic surveillance recordings, the date of the occurrence they are investigating, and when or if the electronic surveillance recordings will be returned or destroyed by the authority or individual after use.

**FORM EBAC – Facility Electronic Surveillance Recordings  
Attachment A**

HORIZON SCHOOL DIVISION  
REQUEST FOR ACCESS/DISCLOSURE OF INFORMATION  
Freedom of Information and Protection of Privacy Act

**PUBLIC BODY REQUESTING ACCESS/INFORMATION**

Pertaining to \_\_\_\_\_, in accordance with Section 40(1) of the  
(Name of Student)  
*Freedom of Information and Protection of Privacy Act*, the \_\_\_\_\_  
hereby requests: (Name of Public Body)

- Disclosure of school building or grounds electronic surveillance recordings  
The electronic surveillance recordings requested dates from \_\_\_\_\_ to  
\_\_\_\_\_

The purpose for the use of the data has been communicated as:

- Inquiries/investigation related to law enforcement  
 Educational research

NOTE: If electronic recording is being used for the purpose of educational research, the public body must have secured parental permission from all students in the electronic recording.

This information is required by this public body pursuant to:

\_\_\_\_\_  
(Reference to a Federal or Provincial Statute by Section (if applicable))

_____ Name and Title of Requesting Official	_____ Office Phone Number	_____ Cell Phone Number
_____ Signature of Requesting Official	_____ Date	<input type="checkbox"/> Photo Identification
_____ Name of Supervisor		

\*A Copy of this Page of the Document can be given to the Requesting Official, if requested.

