

Administrative Procedure		Nicola Similkameen Public Schools
Section:	District Administration	
Title:	Video Surveillance	

Purpose

This procedure describes the District's practices and expectations in relation to the use of video surveillance on school lands, facilities and buses in compliance with Section 74.01 of the School Act and the provisions of the Freedom of Information and Protection of Privacy Act (FIPPA).

Guidelines

The District recognizes both that it has obligations with respect to staff and student safety, and that video surveillance impacts individual privacy. The District utilizes video surveillance for the purposes of ensuring the safety of staff and students, to protect personal property, and to protect District property against vandalism, theft and other destructive acts. The District endeavours to use video surveillance in a manner that is respectful of individual privacy.

General Procedures

1. Surveillance Implementation:

Before installing and operating a new video surveillance system in school facilities or on school lands:

- 1.1 The District will provide notice of its plans to the applicable parent advisory council. In accordance with and as required under 74.01 of the School Act, the District shall obtain the approval of the parent advisory council before proceeding with implementation of the surveillance system.
- 1.2 Where the District deems it appropriate, the District may undertake consultations with other affected groups or individuals about the implementation of surveillance, such as students, parents, staff or members of the community.

2. Use of Surveillance:

- 2.1. The District utilizes surveillance for the purposes of safety and property protection.

- 2.2. Surveillance is not used to routinely monitor student or employee productivity or performance.
- 2.3. Surveillance recordings may be accessed and viewed on an exceptional basis if and when required to investigate incidents raising concerns about personal safety, damage to property, or a contravention of law or school rules or policies or to investigate incidents of misconduct.

3. Equipment and Signage:

- 3.1. The District utilizes video surveillance systems, including cameras and equipment necessary to record and view video and audio footage (“Surveillance Equipment”).
- 3.2. The District may use video analytics software to enhance the ability of Surveillance Equipment to detect unusual motion and activity and/or to limit the collection of footage.
- 3.3. Camera/Recorder placement will be subject to approval by the building administrator (Principal or building supervisor) or their designate (“Facility Administrator”) at the time of placement, and will be placed with a view to minimizing the privacy-related impacts of the surveillance.
- 3.4. Access to Surveillance Equipment, including cameras, viewing and storage devices will be limited to authorized District employees or contracted service providers. In the ordinary course, such access is limited to the Facility Administrator or contracted service providers engaged in install or maintain Surveillance Equipment.
- 3.5. Surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). Any exceptions must be authorized by the Superintendent (or their delegate) on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.
- 3.6. The District shall post notices in areas where Surveillance Equipment is in use, which shall include the title and contact information for a District employee who can be contacted with questions or concerns about the use of surveillance.

4. Covert Surveillance:

- 4.1. Covert surveillance (i.e., surveillance without notice) will only be used in exceptional circumstances where compelling reasons for its use exist, such as criminal activity or other serious misconduct, significant property loss, safety or security issues.

- 4.2. Covert surveillance may be authorized by the Superintendent for the purposes of a specific investigation after assessing the availability of alternative investigation methods and will be strictly limited in scope and duration to that which is necessary to achieve a specific, identified objective.
- 4.3. Covert surveillance will not be authorized on an ongoing basis.

5. Security and Disclosure:

- 5.1. All computer and/or recording media shall be password protected, encrypted, and stored in a secure area away to prevent unauthorized disclosure or public access. Access to such equipment will be limited to the Facility Administrator.
- 5.2. The District shall keep and maintain a log of all access to the Surveillance Equipment and recordings. Logs will be retained for a minimum period of ninety days.
- 5.3. Recordings may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this Administrative Procedure or as authorized or required by court order, subpoena or other applicable laws.
- 5.4. The District reserves the right to make footage available to police to assist in police investigations as authorized by FIPPA.

6. Viewing of Recordings:

- 6.1. Playback devices used to view or listen to video footage will be located in secure areas where monitoring or viewing equipment is not accessible to third parties or the public.
- 6.2. The District shall only use and disclose video footage to the extent it is authorized or permitted to do so under FIPPA.
- 6.3. In the ordinary course, access to video footage shall be limited to the Facility Administrator or contracted service providers engaged to install or maintain the Video Equipment.
- 6.4. Employees, Students and parents may request access to video footage in which they appear, and access shall be provided in accordance with FIPPA. If an employee or student is facing any disciplinary action, they may authorize their union representation or other advocate to also view the recording.
- 6.5. The District reserves the right to refuse to provide access to footage where doing so would unreasonably interfere with the privacy of another individual.

- 6.6. The District may share footage with its legal counsel and insurers for the purposes responding to claims or complaints that may be made or to third parties where necessary to carry out investigations.

Date Approved: September 10, 2025

Legal Reference: School Act Section 74.01, Freedom of Information and Privacy Protection Act, Public Interest Disclosure Act [SBC 2018]