

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE - EXHIBIT: SAMPLE LETTER FOR
PRINCIPALS**

<i>EXHIBIT CODE:</i>	<i>644 E 001</i>
Policy Reference: 644 - Surveillance	Procedure Code Reference: 644 AP 001 – Video Surveillance

EXHIBIT

See below for a Sample Letter for Principals.

REFERENCES

Alberta Education – Education Act

Freedom of Information and Protection of Privacy Act

Approved: September 7, 2010

Revised: April 16, 2013

[Date]

Dear Students, Parents and Guardians:

[Name] School is a vibrant, dynamic and well utilized building, with [number] students and nearly [number] staff members learning and working each school day within our instructional areas of the building. There are many other Division personnel who learn and work with us and many [several thousand] visitors, rental users and community members pass through our doors each year.

The Medicine Hat Public School Division has determined, through careful analysis, in an attempt:

to maintain a safe and secure environment at the school for students, staff and the public, and to control vandalism of and criminal activity on school property,

for selected schools, that the best method to provide this is through the installation of a video surveillance system. This system will be/has been installed during the months of [names of the months] in [name of the year].

The system will be installed and reviewed in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*. Closed circuit television cameras for the video surveillance system will be located on Medicine Hat Public School Division owned or operated property, and will be clearly identified through the use of signage. These areas include school parking lots, building entrances and exits, stairwells and hallways.

Personal information for the video surveillance system is collected under the authority of the *Education Act* and the *Freedom of Information and Protection of Privacy Act (FOIP)*. This information is recorded and collected to help maintain a safe and secure environment in the school and on school property. The users of this information are the principal or designate or law enforcement personnel in the case of reported incidents that would require an investigation. Only authorized persons will review video surveillance information.

Inquiries concerning the video surveillance system or the collection and use of recorded information may be made by contacting me directly at the school.

Sincerely,

[School Principal]