



## AP 1-05 Exhibit B Sample Letter for Principals

### Exhibit B

#### SAMPLE LETTER FOR PRINCIPALS

[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. In addition, there are many other CESD personnel who learn and work with us. As well, many [several thousand] visitors, rental users and community members pass through the doors each year.

The Chinook's Edge School Division has determined, through careful analysis, in an attempt

- (a) to maintain a safe and secure environment at the school for students, staff and the public, and
- (b) to control vandalism 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). The video surveillance system will be located on Chinook's Edge School Division owned or operated property, and will be clearly identified through the use of signage. These areas may 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