

RECORDING DEVICES AND WEARABLE TECHNOLOGY

Background

Recording devices and wearable technology are increasingly present in schools. These technologies can support learning, accessibility, and communication. They can also create risks to privacy, safety, and the integrity of the learning environment if used inappropriately.

The school district has a responsibility:

- Protect personal information under the Freedom of Information and Protection of Privacy Act (FIPPA);
- Maintain safe and respectful learning environments; and
- Communicate with students, families, and the community.

This procedure sets clear expectations for recording, photographing, and capturing personal information in schools and at school activities and applies to all students, staff, parents, and visitors to a school operated by the school district.

This procedure works alongside existing expectations for personal digital device use and respectful behaviour. Where misuse occurs, school-based processes and established procedures apply.

Definitions

Recording Device	Any device, tool or technology capable of capturing, storing, or transmitting audio, video, or images. This includes cell phones, tablets, wearable devices, and tools that create transcripts or recordings.
Wearable Technology	Any electronic device worn or carried that can collect, record, transmit or display data. Examples include but are not limited to smart or AI glasses, smartwatches or fitness trackers with recording or communication capabilities, wearable cameras, augmented virtual reality headsets, and other devices or software that enables hidden recording or devices like smart phones.
Authorized School District Use	Recording or data collection carried out by school district staff for educational, operational, or communications purposes in accordance with FIPPA and district consent processes.

Procedures

1. General Expectations

- 1.1 The use of recording devices and wearable technology must be respectful and must not interfere with: teaching and learning; school operations; or the privacy, safety, and dignity of others.
- 1.2 Recording must not be used to harm, embarrass, intimidate, or target others.

2. Authorized School District Collection and Use

- 2.1 The school district may collect, use, and share photographs, video, and audio recordings for educational, operational, and communications purposes.
- 2.2 Authorized school district use must comply with FIPPA, align with approved consent processes, and be limited to purposes for which consent has been obtained.
- 2.3 Where valid consent has been obtained through school district processes, additional consent at the time of recording is not required.
- 2.4 Staff may be designated to capture and share content on behalf of the district. Staff must take reasonable steps to respect the privacy and dignity of individuals, avoid including students who do not have consent on file where feasible, and follow school district communications and privacy guidance.

3. Personal Recording and Consent

- 3.1 Individuals must not record or photograph others without their knowledge and consent, unless the recording is authorized under section 2.
- 3.2 Consent must be:
 - Informed and voluntary;
 - Specific to the intended use.
- 3.3 If any individual does not consent, the recording must not proceed.
- 3.4 Recordings must not be shared, posted, or distributed beyond the original purpose for which they were created without additional consent, unless the recording was collected and is used by the school district in accordance with approved consent processes.
- 3.5 Parents, guardians, and visitors may record school performances or events for personal use, such as concerts, assemblies, or celebrations, provided that:
 - Recording is respectful and does not disrupt the event;
 - Recordings are not shared publicly or online in a way that identifies or harms other students or staff without consent;
 - Any direction from school staff regarding recording is followed.

4. Use by Students

- 4.1 Students may not use recording devices or wearable technology to:
 - Record instruction or classroom activities without staff permission;
 - Access or share information during exams or assessments;
 - Disrupt learning or the school environment.
- 4.2 Staff may permit recording for educational purposes or require devices to be put away, turned off, or removed.

5. Prohibited Uses

5.1 The following uses are prohibited:

- Covert or secret recording intended to capture individuals without their knowledge and for purposes unrelated to authorized school district activities;
- Recording or photographing in private spaces, including washrooms, change rooms, or other areas where there is a reasonable expectation of privacy;
- Recording, posting, or sharing content in a way that harms, harasses, or damages the reputation of others;
- Real-time streaming or transmission of school activities without approval;
- Use of recording devices in a manner that compromises safety, privacy, or school operations.

5.2 The school district reserves the right to restrict or prohibit device use where necessary.

6. Meetings & Conversations

6.1 Recording meetings or conversations involving staff, students, families, or members of the public requires the knowledge and agreement of all participants. While Canadian law may permit individuals to record conversations they are part of, the school district expects recording to occur only with mutual agreement to support a respectful and transparent environment.

Where recording is not agreed to, participants may request alternative ways to document the discussion, such as written summaries or follow-up notes.

6.2 Where recording is agreed to, expectations for use and sharing must be clearly established.

7. Listening and Monitoring Devices

7.1 Devices that allow remote listening or monitoring require prior approval from the school principal.

7.2 Decisions will consider:

- Privacy and legal requirements;
- The educational context;
- The impact on others.

7.3 Approval may include conditions or restrictions and may be withdrawn if concerns arise.

8. Accommodations

8.1 Students or staff may be permitted to use recording or wearable technology as part of an approved accommodation.

8.2 Accommodation plans must:

- Define the purpose and limits of use;
- Minimize privacy impacts;
- Include monitoring to ensure appropriate use.

9. Enforcement

- 9.1 Concerns related to misuse of recording devices will be addressed through school- and district-based processes. Actions may include limiting or removing device access and further action where required.

Reference: *Freedom of Information and Protection of Privacy Act*
Canadian Charter of Rights and Freedoms
Canadian Criminal Code

Related Procedures: OP 140 Technology and Acceptable Use
OP 143 Freedom of Information and Protection of Privacy
OP 305 Social Media – Students
OP 359 Personal Digital Devices
OP 360 Codes of Conduct
OP 407 Social Media – Employees

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