



## Closed Circuit Television (CCTV) Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Dandenong High School – General Office.

### RATIONALE

The purpose of the CCTV system at Dandenong High School is to provide staff, students, and visitors with a safe environment in which they can work and learn. The provision and use of Closed-Circuit Television (CCTV) supports the maintenance of this secure environment by ensuring an appropriate level of surveillance of the grounds and facilities.

It also provides enhanced capability to protect Dandenong High School assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour and will often serve to reassure students that they are protected whilst within the College grounds.

### PURPOSE

The purpose of this Policy is to regulate the management, operation, and use of the closed-circuit television (CCTV) system at Dandenong High School. This policy outlines the way the CCTV system will operate to provide security, whilst ensuring that the privacy of individuals is protected in accordance with the Dandenong High School Privacy Policy and applicable legislation.

### BROAD GUIDELINES

#### School Approach and Use

Closed-Circuit Television operates through the use of dedicated cameras to transmit a video image to a specific set of monitors and secondary devices. Access to the images shown on these monitors is available to authorised persons from Dandenong High School staff, who use the material for one of the following security purposes:

- to prevent, deter, and detect contravention of the code of conduct.
- the provision of visual coverage for the management of emergencies.

Access to the CCTV recorded footage is limited to authorised staff, authorised Police and Security Personnel with a legitimate reason to view and/or otherwise use the captured footage, including the provision of evidence in support of prosecution of criminal or illegal behaviour.

The Principal Class Team, and the Information Technology staff are authorised to view any footage. These people have the discretion to call in another member of staff to view footage for the purpose of identification of persons captured in the images.

Any private use of this system or material produced or use inconsistent with the purpose and procedures outlined within this policy will be considered misconduct, and disciplinary action may be taken.

Appropriate signage is in place to notify all persons entering Dandenong High School that CCTV cameras are in use, and accordingly, that they may be filmed during their visit. The wording of this signage is to be as follows: WARNING 24 Hour Surveillance Monitoring These Premises and/or words to this effect.

In general, installation of CCTV cameras at Dandenong High School will be limited to places such as the entrances to the school, external areas around the Houses, entry foyers to the Houses and Administration areas. In accordance with applicable legislation, cameras will not be used to capture or view private activities unless clear and obvious signage is placed within the area in which the activities take place.

Cameras will not be installed in private areas such as toilets, change rooms or to monitor student or staff performance. Hidden or covert cameras are also prohibited. The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, however, it is not possible to guarantee that the system will cover or detect all incidents or actions within the areas of coverage.

## MANAGEMENT RESPONSIBILITY

The Dandenong High School Learning Resource Manager has the responsibility for the ongoing management of the CCTV system. The Learning Resource Manager is charged with:

- controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Dandenong High School policies.
- providing advice on the location of and utility of cameras and storage mediums
- supporting the maintenance and upgrade of the cameras where necessary

A regular review program will also be undertaken to ensure that existing cameras are situated in the most appropriate locations and are correctly installed to ensure the most effective coverage. This review will also assess the effectiveness of the coverage provided by the network and make recommendations to the College Principal and College Council for any further improvement of its capabilities.

## OPERATING STAFF RULES

All persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material. Principal Class members, and IT staff are authorized by this policy to access footage via a request.

All staff will be briefed on the requirements of this Policy, along with details of Dandenong High School Privacy Policy and advised that disciplinary procedures will apply in the event of any inappropriate actions.

## AVAILABILITY OF FOOTAGE

Any footage will only be made available to members of the Principal Team and may be made available to Police upon request. Screenshots or smaller clips of footage may be shown to House Leadership Team members for Identification purposes.

## STORAGE OF FOOTAGE

Electronic media is kept for a period of 31 days. If no request has been made to view or access footage during this time, the electronic media will be written over.

## ACCESS TO AND DISCLOSURE OF IMAGES TO THIRD PARTIES

All employees should be aware of the restrictions set out in this Policy in relation to access to, and disclosure of, recorded images.

Restrictions are:

- access to recorded images will be restricted to those persons who need to have access in order to achieve the purpose(s) of using the CCTV equipment
- all access to the medium on which the images are recorded should be documented
- disclosure of the recorded images to third parties will be limited to the following classes of persons/agencies:
  - law enforcement agencies, where the images recorded would assist in a specific enquiry;
  - law enforcement agencies where the images would assist a specific criminal enquiry; and relevant legal representatives upon provision of a Court Order
  - recorded images will not be made available to the public or parents/ carers

Please note, our school cannot provide copies of CCTV footage to staff, students or parents The Department must be contacted where these requests are made. Please refer to the Department's [CCTV Policy](#)

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed       | 21 <sup>st</sup> November 2023   |
| Approved by                | Principal / School Council   |
| Next scheduled review date | 21 <sup>st</sup> November 2024 - This Policy will be reviewed as part of the school's yearly review cycle. |