

Mernda Primary School 0488

CCTV POLICY

RATIONALE

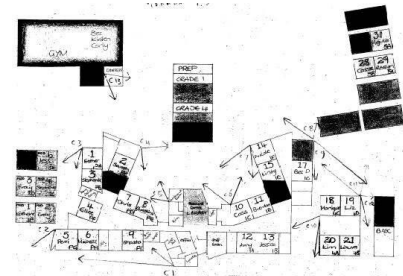
This policy should be read in association with

- Department of Education and Early Childhood Development CCTV Installations, information & guidelines, April 2008
- S364-2007 Use of closed circuit television surveillance in schools

CCTV at Mernda PS is only to for the detection/determent of vandalism, unauthorised entry to school buildings, theft and other unwanted activities. **CCTV is prohibited for the monitoring of work performance of staff or students or where it impacts on the privacy of individuals.**

IMPLEMENTATION OF CCTV AT MERNDA PS

1. Mernda PS has approval for the installation and use of CCTV from the Office for Resources and Infrastructure & Emergency and Security Management.(DEECD) The school complies with all requirements (this includes providing a plan indicating the location of CCTV equipment and warning signs; details of authorised personnel who will have access to surveillance data; procedures for the use and management of surveillance data).
2. Cameras (13 in total) are located at various points of the main school building and gym. Please refer to diagram for location of CTV cameras.
3. Images are captured for 14 days after which the cycle will begin again.
4. The principal and assistant principals only, will manage the data capture hardware and software.
5. Surveillance information will only be accessed if there is a reasonable belief that an incident has occurred and that the surveillance data may assist in identifying what has occurred and who may be involved, and if requested by police.
6. Signs warning that a Closed Circuit Video Surveillance System is in use will be displayed around the school.
7. The school community will be routinely informed via the newsletter that CCTV operates at this school, however, the exact location of cameras and times of operation will not be specified.
8. At the commencement of each year, staff will have the opportunity to discuss the use of CCTV by raising concerns or requesting clarification.



EVALUATION

The evaluation of this policy will take place as part of the three year review cycle or as the need arises in any given year.

This policy was ratified by School Council on

18th August 2015