



CCTV POLICY

Rationale:

Cranbourne East Secondary College (CESC) needs to have the best facilities possible for students. We also value a safe and calm environment. Unfortunately there are some students who may not respect the facilities, buildings, equipment and their peers. To support this safe and calm environment we need to be able to review student activities should this occur. CCTV cameras exist in a variety of public places, such as shopping centres and on public transport.

Guidelines:

- CCTV cameras within the college environment will monitor the inside and outside of the buildings according to Department of Education Policies and Guidelines.
- Wilful damage of the CCTV cameras will be considered vandalism and appropriate consequences will be implemented, including those responsible being issued with a bill for the damage.
- The video from the cameras is stored on a hard drive that can only be accessed by the following nominated staff with the intention of gaining the identity of individuals who can assist with further investigations into incidents concerning vandalism and safety. The footage will be viewed by a minimum of two of these designated staff at any given time.
 - Principal
 - Assistant Principals
 - Team Leaders
- Video is stored on a hard drive and cannot be made public in any way or allowed to be shown to any other staff member other than those listed above. On request, video footage will be handed to members of the Victorian Police Force to assist them with an investigation.
- A register is kept recording who has accessed the video, for what reason and when the viewing occurred. This will be stored in the college strong room and is to be signed and dated by both staff who viewed the footage.
- The CCTV cameras can only be used to monitor corridors, locker bays, the foyer and the ICT Technicians room in accordance with DET Guidelines.
- CCTV cameras are not to be used in toilets, change rooms, showers, classrooms, staff offices or other areas where individual privacy is paramount.
- Closed circuit television systems cannot be used for the following purposes;
 - Monitoring individual work performance of staff and students.
 - Monitoring non-school areas or public places from school sites.

References:

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/security.aspx#2>

Evaluation: The effectiveness of this policy will be reviewed as part of the College's four year review cycle.