



RIPLEY VALLEY
State Secondary College

CCTV Policy

Rationale

The purpose of the CCTV system at Ripley Valley State Secondary College is to provide staff, students, and visitors with a safe environment in which they can work and study.

The provision and use of Closed-Circuit Television (CCTV) supports the maintenance of this secure environment by ensuring an appropriate level of surveillance of staff, students, and visitors to the buildings. It also provides enhanced capability to protect Ripley Valley State Secondary College assets against vandalism and theft. The visual presence of CCTV cameras provides a strong deterrent against inappropriate behaviour, and will often serve to reassure students that they are protected whilst within the school grounds.

This policy details the way that the CCTV system will operate in providing that security, whilst ensuring that the privacy of individuals is protected in accordance with relevant Information Privacy Principles set out in the Information Privacy Act 2009.

DEFINITIONS

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 restricted to authorized persons from Ripley Valley State Secondary College staff who are limited to use information gathered for the following security purposes:

1. The provision of visual coverage for the management of emergencies.
2. Monitoring of school resources and equipment.
3. To prevent, deter and detect contravention of the College Responsible Behaviour Plan.
4. Collect information on any incident that breaches the College's Responsible Behaviour Plan.

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.

Authorisation to review any footage will be given to relevant parties (for example Law Enforcement Agencies and Queensland Police Service) on a case by case basis which will be determined at the discretion of the College Principal. A request by the QPS should be made under the DoE procedure '[Disclosing Personal Information to Law Enforcement Agencies](#)'. In this instance, footage is required to be viewed in an area where a Ripley Valley State Secondary College staff member may be undertaking the operations of their role, the College Principal will be consulted.

Any use of this system or material produced which is frivolous, or for private purposes, or is otherwise inconsistent with the purpose and procedures outlined within this policy will be considered gross misconduct, and disciplinary action will be taken against anyone in breach of this policy.

Appropriate signage must be in place to notify all persons entering Ripley Valley State Secondary College that CCTV cameras are in use, and accordingly that they may be filmed during their visit. The wording of the signage is to be as follows:

WARNING these premises are monitored by closed circuit television (CCTV) for the purpose of safeguarding educational resources and facilities. Images are recorded by the Department of

Education, Training and Employment and may be provided to the Queensland Police Service. For further information please contact the school administration on 3819 5333.

In general, installation of CCTV cameras in Ripley Valley State Secondary College will be limited to places such as the entrances to the school, general thoroughfares and high risk general learning areas such as Industrial Tech and computer labs. Cameras are directed at areas rather than at individuals, but may be focused on individuals where there is suspicious behaviour. 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, staff 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, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Management Responsibility

Ripley Valley State Secondary College ICT Services has the responsibility for the ongoing management of the CCTV system. The Principal and Systems Technician are charged with:

1. Controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Ripley Valley State Secondary College policies;
2. Providing advice on the location of and utility of cameras and storage mediums; and
3. Supporting the maintenance and upgrade of the cameras where necessary.

The Systems Technician will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional. A regular review program will also be undertaken to ensure that existing cameras are situated in the most appropriate locations, and are correctly installed so as 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, Local Consultative Council (LCC) and Parents and Citizens (P&C) committee for any further improvement of its capabilities.

Operating Staff Rules

Authorised 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. The Executive Team comprising of Principal and Deputy Principals and approved Heads of Department are authorized by this policy to access footage.

Authorised persons in these positions must upload the Video Camera software to an accessible laptop so requests can be downloaded into their individual folder and not to a shared drive. All requests will be delivered to the requesting person within 24 hours or sooner if possible. The request must contain the following information:

- Date of the incident
- Time of the incident
- Location of the incident
- Reason why the viewing has been requested
- Names of the people involved (if possible)

All staff have the right to make a request to view footage for an investigation where they believe a breach of the School Responsible Behaviour Plan has been made. They will do this by making an application through the Principal, or delegated Authorised personnel as specified above. The request must include the information listed in the above process. This footage will then be viewed by both the requesting teacher and the person acting upon the request. How the footage will be used, if at all, will then be determined by the Principal and/or Executive Leadership Team.

All staff will be briefed on the requirements of this policy, along with and advised that disciplinary procedures will apply in the event of any inappropriate actions.

Storage of Footage

Electronic media is kept for up to 28 days. If no request has been made to view or access footage during this 28 day period, the electronic media is destroyed.

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.

1. Access to recorded images will be restricted to authorised persons who need to have access in order to achieve the purpose(s) of using the CCTV equipment.
2. All access to the medium on which the images are recorded should be documented according to appendix A.
3. Disclosure of the recorded images to third parties should be limited to the following classes of persons/agencies via the [Disclosing Personal Information to Law Enforcement Agencies](#) policy:
 - *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;*
 - *Relevant legal representatives*
4. Recorded images will not be made more widely available – for example they should not be made available to the media or placed on the Internet.
5. If it is believed that images be made more widely available, the decision will be made by the Principal in consultation with DETE's Emergency and Security Management Unit and the reason for that decision will be documented.
6. No recordings will be made available to any parent of the Ripley Valley State Secondary College community that involves children other than their own, unless summoned/subpoenaed.

Key Contact Details

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| Principal | Brendan Krueger | bkrue1@eq.edu.au |
| Deputy Principal | Emily Prenzler | epren3@eq.edu.au |
| Deputy Principal | Ben Aloia | baloi1@eq.edu.au |
| Head of Department I.T | Angela Waugh | awaug24@eq.edu.au |

Appendix A

**Ripley Valley State Secondary College
CCTV Viewing Request Form**



Person Requesting Viewing: _____

Authorised by: _____

Date of Viewing: _____ Time: _____

Name of Persons Viewing Image:

Name:

Title/Position of Responsibility:

Reason for Viewing:

Summary of Footage Viewed:

Outcome/Follow up Action:

Signature of staff member viewing footage: _____ Date: _____

Authorised Staff Member: _____ Date: _____

Systems Technician: _____