

# Don College Policy

## USE OF SURVEILLANCE CAMERAS

### 1. Purpose

Surveillance cameras have been installed at Don College to help maintain a safe environment and to deter antisocial behaviour, with careful consideration for the rights to privacy. The use of surveillance cameras does not replace the duty of care which teachers and school authorities have towards students under their supervision.

### 2. Scope

This policy applies to all cameras operating on the Don College grounds. These are permanent fixtures triggered by motion detection and operate 24 hours a day, 7 days a week.

### 3. Requirements

3.1. An annual review will be conducted each December to evaluate the benefits of surveillance camera use against individual rights to privacy. All staff members will be invited to participate in this evaluation process.

3.2. The cameras' positions aim to cover main access routes to the campus and common interior areas such as the foyer, student common rooms, and entrances and exits.

No cameras will be placed in areas where privacy is expected such as toilets, showers and changing rooms.

3.3. Some surveillance cameras are already in use at Don College. Additional cameras will only be installed through consultation, where the school community will be given the opportunity to comment on:

3.3.1. The purpose(s) for the installation of additional surveillance equipment;

- 3.3.2. The type and functions of the equipment being installed;
- 3.3.3. The hours when the cameras will be operating;
- 3.3.4. The circumstances in which recordings will be used;
- 3.3.5. Protocols for the use, access to and retention of recordings;
- 3.3.6. How any disagreement related to the use of surveillance cameras will be resolved.

The same consultation process will take place when surveillance equipment is due to be upgraded.

3.4. Please see Appendix A for a list of all cameras currently operating at Don College and their location. Signs are also displayed in areas around the College where cameras are in use.

3.5. In the unlikely event that covert cameras should be used, prior community consultation will be conducted and secretarial authorisation will be obtained.

3.6. Video surveillance will only be used to assist in the investigation of a reported incident, such as theft, violence, harassment, vandalism, or any other antisocial behaviour.

3.7. Access to video footage is strictly regulated.

3.7.1. Access to the recordings can only be granted with prior permission from the Principal or an Assistant-Principal. The IT support staff are the only ones who have password access to security footage.

3.7.2. If an incident revealed by camera footage leads to a student receiving a warning or any other form of minor disciplinary proceedings, the student and their parents or guardians should be permitted to view the footage if requested.

3.7.3. In the case of serious incidents potentially leading to suspension, expulsion or proposed legal action against a student, relevant camera footage should be made available, to the student, parents or guardians and, with consent, to their legal representative.

3.7.4. Should footage identify activity considered illegal, Don College staff have an obligation to hand over this footage to Tasmania Police.

3.8. The memory capacity of our cameras dictates how long footage is stored for, which can range from a few days to a month, depending on the location.

3.9. The ICT Futures Committee of Don College is encouraged to monitor the implementation of this procedure. This committee consists of the following members:

Principal:

Nominee of the principal:

Elected staff representative:

AEU representative: Katrina Hatfield

Nominee of the School Association:

#### 4. Details

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Date authorised by Don College Association:	
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**This document is to be reviewed after a period of three years.**

#### 5. Relevant documents

<a href="#">AEU TASMANIAN BRANCH POLICY - The use of Surveillance Cameras in Schools/Education Settings (approved by Council 1/5/09)</a>
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## Appendix A – Location of Security Cameras

Room	Room
D103	NCR-S
DCorridor	C108
E302	C109
Watkinson Exit	B425 -1
B500	B425-2
A302	B402
B500	B405
E200	B416
B503B	B4 Yellow
B503A	Locker bay1
B504	Locker bay2
B509	Locker bay3
B507	Locker bay4
Main F	Locker bay 5
Auto	Locker bay6
E302	Locker bay7
GYM	Locker bay8
MPCX	Locker bay9
NorthX	Locker bay10
LIFT X	Locker bay11
TE X	Locker bay12
TJ X	Locker bay13
TK X	Locker bay14
Loading Bay	Locker bay15
MPC F	Locker bay16
NCR E	
NCR-W	