



Responsibility of:	Darwin High School Principal
Effective Date:	August 2024
Next Review Date:	August 2026
Target Audience:	DHS students, parents, staff

1. RATIONALE

Darwin High School (DHS) is committed to providing a safe and secure teaching and learning environment for students, staff and the school community.

The school recognises the value of closed-circuit television (CCTV) surveillance as a deterrent against and to expediate the identification of individuals engaging in inappropriate and unlawful activities on school grounds.

2. POLICY

This policy will ensure that the use and operation of CCTV cameras installed at DHS is compliant with relevant legislation.

CCTV cameras will be used for the detection of vandalism, unauthorised entry to school buildings, theft, investigation of serious incidents and other unlawful activities and to ensure the health and safety of members of the school community. CCTV is prohibited for the monitoring of work performance of staff or students or where it impacts the privacy of individuals (e.g. bathrooms, changerooms).

3. SCOPE

This policy applies to all students, staff, parents / carers, visitors and other members of the school community.

4. ROLES AND RESPONSIBILITIES

The **principal** will:

- ensure that the school community are notified of the intended use of CCTV cameras by letter or email.
- ensure that the school community are aware of any areas that are captured via CCTV through the use of approved signage.
- ensure continual compliance with legislative requirements in respect to the use of CCTV at the school.

The **IT Manager** will:

- ensure the ongoing security and maintenance of the system.
- monitor and update user access.

5. LOCATIONS

CCTV will not be located in:

- toilets
- change rooms
- classrooms
- staff rooms and offices.

Some areas of the school that could be considered classrooms (e.g. FabLab and the library) have CCTV cameras installed however these devices will only record outside of school hours.

Cameras will be located and positioned so that the images captured enable identification of individuals for the intended purpose.

6. MANAGEMENT OF CCTV FOOTAGE

6.1. Access to footage (incl. parents of students involved in incidents)

Only the Principal, Assistant Principals, Senior Operations Manager and IT Manager have the authority to access recorded footage. This is only to occur in an event where school property has been stolen, damaged or vandalised, or the health or wellbeing of a community member (e.g. staff, students, parents, visitors) has been harmed or put at risk.

The principal may authorise access to CCTV images:

- where required to do so by the police or some relevant statutory authority;
- to make a report regarding suspected criminal behavior;
- to assist the school in establishing facts in cases of unacceptable student behaviour (e.g. unlawful and unsafe behaviour), in which case, the parents/guardian will be informed as part of the school's management of a particular incident;
- to the school's insurance company where required in order to pursue a claim for loss or damage to insured property; or
- in any other circumstances required under law or regulation.

Where images are disclosed as detailed above a record will be made that includes:

- the name of the person viewing the images
- the time of access
- the reason for viewing the images
- the details of images viewed and a crime incident number (if applicable).

Where images are provided to third parties under the above rights, wherever practicable steps will be taken to obscure images of non-relevant individuals.

6.2. Ownership of footage

The Department of Education and Training owns the footage and must be managed in accordance with the Information Act (2002).

6.3. Disclosure of footage to external parties

The footage may be:

- disclosed to any person undertaking an investigation or taking civil or disciplinary action on behalf of the department, or to a court, in relation to any allegations of, or reasonable suspicion of, unlawful activity on school premises
- provided to the police or another enforcement agency for the purposes of investigating criminal behaviour and prosecution.

Any individual whose personal information is included in any CCTV footage recorded at the school may apply for access to that footage (in accordance with the *Surveillance Devices Act (2007)*) through the department following the Freedom of Information process.

6.4. Storage of footage

The CCTV server will be stored in a lockable cabinet and dedicated monitors for viewing will be located in secure locations with lockable doors. The server and monitors can only be accessed by authorised staff (see **6.1 Access to footage**).

Footage will be stored for a minimum of sixty days. Any footage relating to specific incidents will be downloaded and stored in case access is required at a later date.

7. RELATED POLICY, LEGISLATION AND DOCUMENTS

Northern Territory Government	Surveillance Devices Act (2007) - NT Information Act (2002) - NT Information Privacy Principles (NT) Information Privacy Policy (DET)
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8. EVALUATION

The policy will be reviewed every 12 months.