



Rotorua Seventh-day Adventist™ School

Te Kura o Te Rā Whitu ki Rotorua

POLICY STATEMENT

CCTV SECURITY CAMERA POLICY

School Vision: Building for Eternity

Psalm 121:8 - The Lord will watch over your coming and going both now and forevermore.

Statement

As stated by the Ministry of Education, when schools have a CCTV system on site, which is advertised clearly, it will: make outsiders reconsider targeting the school and make students reconsider their behaviour in areas monitored by cameras.

Purposes

- To protect the school buildings and assets
- To make staff and students feel safer
- Record evidence for Police when the school has an intruder

Guidelines

1. The School Board will clearly define the purpose of the CCTV cameras on site.
2. The CCTV system will be administered in accordance with the purposes listed in this policy only.
3. The CCTV cameras are to be positioned reflecting the purposes listed in this policy only
4. The CCTV cameras are not to be located in places that intrude on the privacy of employees or students. This includes inside classrooms, shared staff areas and bathrooms.
5. There are clearly visible signs showing CCTV cameras are in operation.
6. Cameras are to record video only and all sound recording capabilities are disabled in the interests of protecting employee's privacy.
7. CCTV footage is accessed only when there is an incident reported that breaches the purposes outlined above and not for any other reason.
8. The procedure for accessing CCTV footage must include logging who accessed the system and when in relation to a specific incident.
9. Footage is required to be kept confidential to the school and is stored securely to ensure it is not viewed by anyone other than the school management, board and the Police.
10. Footage of staff and students collected using CCTV cameras will not be disclosed unless there is consent of the individual(s) shown in the footage or we have consulted the Police.
11. Regular checks are carried out to ensure the system is working properly.