



Inspire Excellence

# Cameras in Classrooms Policy

<b>Date of last review:</b>	November 2014	<b>Review period:</b>	1 year
<b>Date of next review:</b>	November 2015	<b>Owner:</b>	Headteacher
<b>Type of policy:</b>	School	<b>LGB or Board approval:</b>	LGB

## Use of Cameras in classroom Policy



### Preamble: The rationale for the installation of audiovisual recording capability in classrooms

The rationale for the installation of audiovisual recording capability in the classrooms of ARK Conway Primary Academy is multi-faceted. The primary, long-term reasons are centred on professional development of staff. At ARK Conway we plan, ultimately to build a video archive of excellent classroom practice. As an educational institution we plan to be innovative and to explore and experiment with new pedagogies. To foster a climate of sharing best practice within our Academy and the wider chain of ARK schools, a searchable, in-house created, video-database will be invaluable. Further to this, with our mission to inspire excellence, we will seek collaboration opportunities through wider dissemination of suitably edited and embellished content.

There has never been nor ever will there be a rationale underpinned by any intention on the part of senior leadership, Governors or any other body, to use the technology for the purposes of performance management (except with the express permission of the member of staff and initiated by them – offering evidence forward). Nor will any footage be used as admissible evidence in disciplinary hearings or during any capability proceedings. Under no circumstances will the cameras/microphones be used in a secret manner.

### Acceptable Use

#### **When will the cameras be used?**

The cameras will be under the FULL control of the classroom teacher. Under normal circumstances, the cameras record (audio and video) when movement is sensed in the vicinity.

With planning and the signed authorization of the teacher concerned, excellent lessons and part lessons may be recorded for the purposes of INSET, archiving in a searchable archive or marketing. The teacher in such a situation will retain full control over the editing.

With verbal authorization of the teacher concerned, the footage may be used to identify students possibly involved in alleged vandalism, theft or unacceptable physical and/or verbal behaviours.

#### **Who will be recorded?**

Under normal circumstances, teachers, other staff and students will be recorded when the cameras are rolling. During such times there remains the possibility that any visitor to the classroom (parent, Governor, other visitor) may be recorded. In compliance with statutory regulations, written information will be posted on the walls and doors of associated classrooms so that visitors should be aware of this possibility.

#### **Who can implement, use or initiate recording?**

Only the teacher teaching in the room at the time has the authority to implement, use or initiate recording. If a support tutor is also working in the room, their verbal authorisation must also be given. The teacher may delegate control of the recording to a third party if they wish. They may also delegate full control of the editing of the recording to another if they see fit.

#### **Who can view archived recordings?**

Only the teacher concerned may view the archived recordings unless he or she has given verbal or written authorization for another to view them.

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If suitably edited recordings have been “released” by the teacher concerned for training and/or archive, they are in the school public domain for educational and training purposes (subject to the restrictions of the Data Protection Act – for more information see [www.ico.gov.uk](http://www.ico.gov.uk)) although they may, under certain circumstances be copyrighted by the Academy.

If live video feed is authorized by the teacher concerned to be streamed via the network to screens or to other classrooms/other learning institutions (e.g. master class), they are in the school public domain although, if simultaneously recorded (under authorisation), such footage, may, under certain circumstances, be copyrighted by the Academy.

In the event of an allegation of theft, violent conduct or vandalism made by a pupil/ parent or member of staff if the footage is likely to contain evidence of the incident, the Headteacher may view the evidence and if required, pass this to the police.

### **Where can recordings be viewed?**

The recordings can be viewed locally – under the full control of the teacher concerned. If the data is uploaded to the central server then, once again under the control of the teacher concerned, it may be viewed and archived.

### **Under whose authority can recordings be viewed?**

Under normal circumstances the recordings will only be viewed with the authority of the teacher. If there are accusations of wrongdoing the headteacher or deputy headteacher may view the recordings for investigative purposes.

### **Where will recorded information initially be saved?**

The recorded information is initially saved on a local hard drive in the classroom and /or a central server/ neighbouring store/preparation room.

### **How and where will recordings be stored (archived) DVD, CD, USB, network etc in the long term**

If recordings are to be archived, then they will be stored in a secure network server drive. For the purposes of INSET and/or marketing, such authorised, released and archived video may at times be transferred via other media such as recordable DVD, CD, USB stick or other storage technology (in compliance with the Data Protection Act). At no other times will such portable storage technologies be employed.

### **How long will recordings be kept?**

Locally (or centrally) stored archive is under the full control of the teacher and may be saved or deleted at any time. Archived training materials may be kept indefinitely.

### **How will archived recordings be secured?**

Archived recordings will be on a secure server. This server will be part of the backup strategy in the Academy.

### **Who owns the archived recordings?**

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### **Who owns the intellectual property on the recording?**

The local-archived recordings are the intellectual property of the teacher and ARK Conway. Once authorized and released to server-archive, they become the intellectual property of the Academy.

### **Will information be controlled under data protection and released if requested?**

The information and its use will be in full compliance with all statutory data protection regulations and may be released if requested.

### **Will any individual have a right of veto on its use?**

Once authorised and released to server archive, the use of the information, within the constraints hitherto laid down will be under the control of the headteacher or in his absence, the deputy headteacher.

### **Training**

It is the responsibility of the teacher to ensure they have acquired the correct skills and knowledge to operate the Classwatch system. Requests for training must be made via Andrew Jenkins at Classwatch.

### **Service Calls**

Any system problems must be reported directly to Classwatch [www.classwatch.co.uk](http://www.classwatch.co.uk) :

Sales and Support: 0800 043 9510  
Service number: 01462 682300

### **Policy review**

It is the responsibility of Damian McBeath to report to the Governors and Headteacher the use of the System and make recommendations as to how to improve the value of the system to the school and the staff and to encourage the sharing of best practice. Please contact Damian if you have any suggestions or examples of best practice.