



Cameras in Classrooms Policy – Summer 2015

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 Landau Forte Academy Moorhead is centred on professional development of staff. The use of the recordings will be for self-reflection leading to focussed development of teaching strategies. It will be one of many tools used to enable us to achieve the goal of outstanding teaching and learning in all of our classes.

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 any footage 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.

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 teaching assistant or visitor 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 authorisation for another to view them.

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.

Where will recorded information initially be saved?

The recorded information is initially saved on the hard drive of the 'home laptop' in the case holding the portable equipment. It may then be edited and transferred on to a USB belonging to the teacher, by the teacher or person delegated by the teacher. It will be the responsibility of the teacher of keep the recording secure. The original recording on the 'home laptop' will be deleted before being passed on to the next user, unless permission to keep it has been given by the teacher.

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.

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 the Principal or Vice Principal.

Service Calls

Any system problems must be reported directly to Classwatch www.classwatch.co.uk :

Sales and Support: 0800 043 9510

Service number: 01462 682300

Policy review

It is the responsibility of the Principal (Sally Greenbank) to report to the Governors 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 the Principal if you have any suggestions or examples of best practice.

The policy will be reviewed annually. Next due: Summer term 2016.