

Classwatch[®] – Cameras in Classrooms Policy

The Governing Body at STMLC adopted this policy on: 13th November 2012

Rationale

The rationale for the installation of audiovisual recording capability in the classrooms of St Thomas More Language College (STMLC) is two-fold:

1. To support STMLC's long-term vision of serving God and striving for excellence through the continued professional creativity and development of staff. As an educational institution we plan to be innovative and to explore and experiment with new pedagogies so that T&L can be continually improved and standards raised.
2. To foster a climate of sharing best practice at STMLC. To this end, an in-house created video-database of shared footage will be an invaluable addition to our institution.

The Information Commissioner's Office (ICO) recognises the positive applications of Classwatch under the teacher's control for the purpose of training and reflective practice.

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 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?

At all times, it is the classroom teacher who is in control of when the cameras are on. Therefore, and as a **default**, cameras should be switched **off** at the main box located in each of the classrooms in which the equipment is installed. *Currently*, these are as follows: C2, C4, C5, F23, F25, H8, H10, H11, M14, M15, M18, M19, M21, SEN room and the Gym. There is also a mobile unit that can be used in other classrooms.

The cameras will be under the **full** control of the classroom teacher. If the classroom teacher decides to switch the cameras on, the cameras automatically record (audio and video) whenever movement is sensed in the room. **It is therefore the responsibility of the classroom teacher to ensure the cameras are switched back off once they have been used.**

Who will be recorded?

Under normal circumstances, teachers, other staff and students will be recorded when the cameras are switched on. During such times there remains the possibility that any visitor to the classroom may also be recorded. In compliance with statutory regulations, an announcement must be made by the classroom teacher so that all those subject to the recording are aware they are being recorded and for what reasons (ie: professional development and the sharing of excellent practice). Appropriate signage on the classroom door is also advisable and will be provided in each of the relevant classrooms.

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 teacher is also working in the room, their verbal authorisation must be given. Therefore, some planning and prior notification is advisable. The teacher may delegate control of the recording to a third party if they wish. They may also delegate full control of the recording to another if they see fit.

Where will recordings initially be saved?

The recorded information is initially saved on the Classwatch[®] central server. As a **default**, it will remain there for a period of up to 31 days. However, the classroom teacher has the ability to change this timescale to suit their particular needs. During this time, the classroom teacher may view the footage on the Classwatch system[®], edit it as they wish and then store (**archive**) it on a storage area of their choice ie: 'My docs' or an external hard-drive that has been suitably encrypted in line with the Acceptable Use Policy. After this period of time, the recordings will be automatically wiped from the central server. It is therefore in the teacher's best interests to ensure that he/she has stored anything they wish to keep by then.

Anyone found to be accessing the recordings of other teachers on the Classwatch[®] central server without their express permission may be subject to disciplinary action.

In support of fostering a climate of sharing practice at STMLC, it is also hoped that teachers will be willing to '**release**' their footage by adding it to the STMLC video archive of excellent practice on our secure network server drive (Staff Shared Area).

Who can view archived recordings?

Only the teacher concerned may view the archived recordings unless he/she has given verbal authorisation for another to view them or he/she has released it to the STMLC video archive.

If suitably edited footage has been released by the teacher to the STMLC video archive it is in the school domain for educational and training purposes (subject to the restrictions of the Data Protection Act – for more information see www.ico.gov.uk). At no point will the recordings be used by teachers, senior leadership, Governors or any other bodies beyond STMLC's sphere of influence – that is, via the internet or at teacher conferences etc – unless express permission has been granted by the Headteacher or Associate Headteacher in the Headteacher's absence. Anyone found to be doing so without permission, may be subject to disciplinary action. However, the recordings could be released for the purposes of crime prevention, if requested by the Police.

Under whose authority can recordings be viewed?

The recordings and their use will be in full compliance with all statutory data protection regulations and may be released if requested e.g. for subject and Police access. Under normal circumstances the recordings will only be viewed with the authority of the classroom teacher. However, in the unlikely event of recordings containing evidence of serious or dangerous behaviour, vandalism or theft, the footage may be viewed by the Headteacher or Associate Headteacher or, if required, the Police.

How and where will recordings be stored (**archived**) in the long term?

If recordings are to be released to the STMLC video archive, then they will be stored on our secure network server drive (Staff Shared Area). For the purposes of INSET such authorised, released and archived footage may at times be transferred via other media such as external hard drives that have been suitably encrypted in line with the Acceptable Use Policy.

How long will recordings be kept?

Once recordings have been taken from the Classwatch[®] central server and archived by the classroom teacher on a local storage area (ie: 'My docs' or an external storage device), it is under the full control of that teacher and may be saved or deleted at any time. Archived training materials on the secure network server drive may be kept indefinitely. However, it will be reviewed at least annually and may be deleted on request by the staff member responsible for coordinating Classwatch, the teacher or the Headteacher (see below). Recordings of teachers that leave the school will be deleted unless written permission is given to the school by the teacher to keep them for training use.

How will archived recordings be secured?

Any footage that has been archived on a teacher's local storage area or in the STMLC video archive on the secure network server drive is protected in as much as it is for school access only. Any footage that has been archived on external hard drives is unprotected but these devices must nevertheless be suitably encrypted in line with the Acceptable Use Policy.

Who owns the archived recordings and requests for deleting recordings?

The locally-stored archived recordings are owned by the teacher. The centrally-stored archived recordings are owned by STMLC. Requests for deletion should therefore be passed onto the Headteacher or, in his/her absence, the Associate Headteacher in writing who will then authorise the deletion.

Who owns the intellectual property on the recording?

The locally-stored archived recordings are the intellectual property of the teacher. Once authorised and released to the secure network server drive, they become the intellectual property of STMLC.

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 the use of archived recordings?

Once authorised and released to the secure network server drive, the use of the information, within the constraints hitherto laid down will be under the control of the Headteacher or, in his/her absence, the Associate Headteacher. Requests for deletion should therefore be passed on to them, as stated above.

Training

It is the responsibility of the class teacher to ensure they have acquired the correct skills and knowledge to operate the Classwatch[®] system. Requests for training must be made via the staff member responsible for coordinating Classwatch[®].

Service Calls

Any system problems must be reported to the ICT network support team who will then refer it directly to Classwatch[®] www.classwatch.co.uk:

Sales and Support: 0800 043 9510

Service number: 01462 682300

ICO Notification

The ICO will be kept up to date regarding the use of Classwatch at STMLC.

Policy review

It is the responsibility of the staff member responsible for the coordination of Classwatch[®] to report to the Headteacher on the use of the system, to make recommendations as to how to improve its value to the College and the staff and to encourage the sharing of best practice. Please contact the coordinator if you have any suggestions or examples of best practice.

Policy review date: September 2013 by Pastoral and Ethos Committee.

Glossary:

Classwatch [®] central server	<i>The storage area on which classroom recordings are initially made, stored and edited. This is a temporary storage area.</i>
Local storage area	<i>The area on the school system that is accessible only by an individual member of staff by the use of a personal username and password OR an external storage device owned by that member of staff.</i>
Secure network server drive	<i>The STMLC publicly accessible central storage system of which the Staff Shared Area is a significant part.</i>
Archived footage/recordings	<i>Classrooms recordings (or part of) that have been transferred from the Classwatch[®] central server onto either a local storage area or the STMLC video archive on the Shared Area.</i>
Intellectual property	<i>Intangible ideas, concepts and methods seen in the footage that are a result of an individual member of staff's creativity.</i>
The right of veto	<i>The right to object to the use of Classwatch[®] recorded footage at STMLC.</i>