

CAMERAS IN THE CLASSROOM POLICY

The rationale for the installation of audio-visual recording capability in classrooms

The rationale for the installation of audio-visual recording capability in the classrooms of Ark Primary Academy is multi-faceted. At Ark Priory Primary we plan, ultimately to build a video archive of excellent classroom practice, centred on professional development of staff. 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.

The footage will not be used for the purpose of performance management. 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 if they have opted into and agreed to the process of being filmed. Under normal circumstances, the cameras record (audio and video) when movement is sensed in the vicinity.

With planning and the signed authorisation 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.

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. Anyone who is to be recorded will be informed on the day, so they have the option of opting in or out of being filmed. The camera is always directed onto the teacher.

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 written authorisation must also be given.

The teacher may delegate control of the recording to the Principal or Assistant Principal.

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.

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) although they may, under certain circumstances be copyrighted by the Academy.

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?

The recordings will only be viewed with the authority from the teacher.

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

No recordings will not be archived. These recordings are for the sole use of the class teacher and are to be used to support them in developing their practice.

How long will recordings be kept?

Locally (or centrally) stored recordings are under the full control of the teacher and may be saved or deleted at any time.

How will archived recordings be secured?

The recordings will not be archived.

Who owns the archived recordings?

The recordings are not archived.

Who owns the intellectual property on the recording?

The teacher

Policy review

It is the responsibility of Daniela Karmios to report to the Governors and Regional Director 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. We will always seek the advice from our Local Unions to ensure best practice is reflected in our Academy.

Please contact Daniela Karmios if you have any suggestions or examples of best practice.