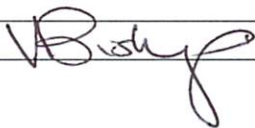




Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



Title	Classwatch & Video Technology Policy
Reviewed	September 2015
Next Review	September 2018
Associated Policies	
Originator	C Raku
Approved	



Classwatch & Video Technology for Teaching & Learning CPD

- Acceptable Use Policy

Sir Christopher Hatton Academy owns a Classwatch mobile videoing system that teachers can use to record their own lessons for the purposes of their professional development. Teachers can book the system through IT Services to record a lesson which they can then review before they debrief the lesson with another teacher who has observed it for the purposes of improving their teaching in the future. As part of the Academy's 'Open Door' policy for improving teaching and learning, during Open Door weeks, designated senior members of staff may also record parts of lessons using video technology for the purposes of improving teaching and learning across the academy.

The Classwatch system is a mobile recording device which can be set up in any classroom in the school, therefore allowing specialist teachers and rooms to benefit from this developmental activity. Once the system is set up in the classroom it is a fixed camera which is focused on the front of the classroom to primarily capture the teacher teaching. Video technology used during Open Weeks is operated by a designated senior member of staff but is also used to primarily capture the teacher teaching. It is recognised that at times the Classwatch system or video technology will record images of pupils in the classroom but neither technology should not be used to record groups of pupils or individuals as the main focus of the lesson.

The video of the lesson is stored on the hard drive of the device. This is kept on site at the Academy at all times and is not allowed to be taken home by any member of staff. Lessons recorded on the Classwatch system are automatically wiped from the hard drive 48 hours after the lesson has been recorded.

The download of any information or video from the Classwatch system or recording device used during Open Door weeks to any external device is not permitted without prior authorisation of either the SAP in charge of Teaching and Learning or the Associate Principal.

Use of the Classwatch system and video technology is undertaken with due care as the Academy recognises its responsibilities under the Data Protection Act and the Academy's Child Protection Policy and Guidance for staff Working Practice with our pupils.

Declaration:

I agree to abide by the Acceptable Use Policy above when using Classwatch or Video Technology for Teaching & Learning CPD purposes.

Signed: _____

Dated: