Professional Use of Online Platforms Policy

Member of Leadership with lead responsibility for oversight and update of policy	ORE
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Introduction

Online platforms provide a service that enhances day to day practices within teaching. Such platforms are utilised with the overall aim of improving the outcomes for students. Within schools we use a range of online platforms, for example, to increase attendance at virtual parent consultation evenings, the sharing of resources with students and for staff professional development.

Online video platforms for communication with parents/carers

The online video platforms used for communication with parents are Teams and Schoolcloud.

Teams is a real time application for collaboration and communication with parents and students about progress and welfare; it is part of the school's MS Office 365 package.

Schoolcloud is an online scheduling and video software platform that is used for online video parents evening appointments.

Appendix 1 outlines the video communication protocols for using Teams and Schoolcloud.

Online video feedback as part of staff professional development

The online video feedback that we are using is Planet eStream, a platform established in 1993. It is a secure, online platform to record and store videos of classroom practice that is used worldwide by a range of educational establishments, such as schools & universities, to aid self-reflection and the development of practice within the classroom. For further amplification please contact estreamsupport@planetestream.co.uk

Purpose

As part of our ongoing professional development at The Polesworth School, we are always looking to further develop the opportunities for staff to reflect upon their practice. An important part of this is being able to self-reflect, reflect with a trusted colleague, as well as both share and have the opportunity to view best practice within the classroom. As such we are including the use of the video feedback software as part of our toolkit to improve teaching and learning across the school.

We will use video feedback to enable teachers to:

- receive personalised feedback synced to key moments in observation videos.
- simplify observations by recording anytime, anywhere, with no special equipment.
- build self-awareness by using video to deepen reflective practice.
- simplify teachers' access to examples of best practice within the classroom.
- utilise personal feedback as part of Growing Great People.

Appendix 3 outlines the video capture protocols for using online video feedback.

Staff are not to download videos from the platform. Nor should they share videos that have been shared with them, without written consent. If user A shares a video with user B, user B does not have the right to share or download the video. Video is deleted by the user when no longer required or by the school in line with their data retention policy or by Planet eStream in line with its data retention policy.

Planet eStream operates strict controls over who may access data and protocols for gaining permission from clients if access is required.

School procedures:

- Users must record directly into Planet eStream (so that no content is stored locally).
- Users must not use their personal devices.
- Users must inform students that recording will be happening within the lesson.
- Users must not download recordings from the platform.
- Users must not share recordings that are not their own or have not been given written permission (by email) to do so.
- Users must exclusively restrict recordings to learning environments on the school site.

Planet eStream will delete the footage on the instruction of The Polesworth School 2 years from the date of instruction.

Appendix 2 provides answers to frequently asked questions about the use of Planet eStream. For any further queries please contact Assistant Headteacher (Quality of Education, Implementation).

What sort of data does Planet eStream process?

The nature of the data collection is video of teachers teaching in classroom settings, or discussion or debate about teaching practice, reflective recordings, teachers practising teaching through part or whole lessons. The software from Planet eStream includes the ability to blur the background of videos to support the anonymity of learners. Teachers do not have to 'post' the video if this is not appropriate to share. The videos will only be available to selected colleagues in the school.

Video data will not be stored beyond its usefulness to the purpose. Many videos will cease to be useful after an initial round of review and collaboration during the academic year. A small percentage may prove to be a good example of a particular strategy or technique and may be retained indefinitely. All members of school staff and all students are potentially subject to data processing within the Planet eStream software, depending on what is captured in the video. Therefore, teachers are encouraged to utilise the blur feature and follow the appendixed instructions before use. Planet eStream recordings will be exclusively restricted to learning environments on the school site.

Appendix 1: Schoolcloud & Teams protocols

Video communication protocols:

- Conversations must take place in an appropriate location away from distractions, interruptions, and external noise.
- Staff must not use personal devices.
- Staff should check that audio and video connection is working properly prior to the video communication time.
- Backgrounds must be blurred or neutral (e.g., no personal or sensitive materials in view).
- Participants must be appropriately attired as they would be for a professional face to face meeting.
- Staff must wear their lanyard.
- Do not record video and/or audio conversations.
- Close down inappropriate comments from parents e.g., about staff, other students or school systems; if necessary, end the call. Staff should notify their line manager if an inappropriate comment has been made.

Appendix 2: FAQ's Planet eStream

Do I need consent/permission to record the class?
Video recording of the class is covered by CAT Data Protection Policy, point 13. Photographs and videos

Do I need to tell the students that I'm recording?
Yes, it's important to inform anyone that you are likely to capture in your recording that the recording is taking place and the purpose of the recording. The suggested phrase is, "This lesson/part of the lesson is being recorded for training purposes".

Who can see my recording? / Can the admins see everyone's recording?

In the first instance, only you. Administrators do not have access to your recordings unless you share with them. Only users who you specifically select to share your recordings with have access to your recordings. If you have been set an assignment, only the instructor or mentor that sets the task for you can see your recording (as well as you).

If I have a concern about any content on the platform what should I do?

You are able to flag any concerns by contacting your Planet eStream administrator, Deputy Headteacher (Quality of Education, Implementation) or Assistant Headteacher (Quality of Education, Implementation).

Who owns my videos?

The Community Academies Trust is the Data Controller and therefore owns the videos, however, has delegated day-to-day control to you. You are able to delete your own recordings at your discretion.

What should I think about from a GDPR and safeguarding point of view before recording?

Prior to recording:
a) Make sure your recording is only for the purpose of professional development, educational research and learning development, and not used for any other purpose.
b) Consider who you are likely to record in the video and if there are any individuals who should not be recorded (an up to date list can be obtained from main reception).
c) Ensure that you inform students that you will be recording in the lesson. The suggested phrase is, "This lesson/part of the lesson is being recorded for training purposes".

What should I do if I have a student who may not be recorded?
There are several options you can consider:

1) Position the camera to ensure the student is not recorded
2) Use the blur background feature
Also, be mindful that audio data can also be considered personal data so consider if their voice has been recorded and make sure not to use their name/full name.

If you are unsure, then do not record in that lesson at that time.

Are there any data security concerns about using my own device to record?

Users must not use their personal devices where content is stored locally. Users must record directly into Planet eStream (so that no content is stored locally).

Planet eStream will delete the footage on the instruction of The Polesworth School 2 years from the date of instruction.

Who can I share with?

You will be able to share with anyone within The Polesworth School. It will be your decision who you choose to share with, e.g. your coach, your department.

Am I able to download my recordings?

The recordings must not be downloaded from the Planet eStream platform.

Is it legal for a teacher to have a camera in the classroom?

Yes, provided you are adherent to your organisation's policies, have taken into account any safeguarding concerns and meet the appropriate GDPR requirements.

Using Planet eStream ensures the data you collect is captured, stored and shared securely, meeting the GDPR requirements for the data, whilst enabling you to achieve the highest level of professional development through the use of the features, guides and analytical tools available on the system.

Appendix 3: Video capture protocols:

- Make sure your recording is only for the purpose of professional development, educational research and learning development, and not used for any other purpose.
- Only record directly into Planet eStream, (so that no content is stored locally).
- Do not use personal devices.
- You must inform students that recording will be happening within the lesson. The suggested phrase is, **"This lesson/part of the lesson is being recorded for training purposes".**
- Consider who you are likely to record in the video and if there are any individuals who should not be recorded (an up-to-date list can be obtained from main reception).
- You may consider using the blur background feature as a default when recording in a classroom.
- If you are unsure/concerned about student permissions to be photographed/recorded do not record the lesson.
- Do not download any recordings from the platform.
- Do not share any recordings that have previously shared with you, without written (by email) consent from the creator of the recording.