



## Recording of Online Video Conference Teaching Policy

### Introduction

The School recognises that the use of video conference technology as part of our approach to remote teaching and learning offers some excellent opportunities for keeping students up to date with the school work and allowing teachers to assess student learning. We also recognise that it offers some potential challenges in terms of behaviour management, safeguarding and evidence keeping. With this in mind, the school has chosen, in line with best practice in the UK and USA, to record all online conference lessons, delivered through an online platform, for safeguarding and security purposes.

### Scope of the Policy

This policy applies to all lessons taught and meetings held using the online video conference platform and uses the platform's built in recording tool. It also covers the storage of this information and the use of it for safeguarding and security purposes. The policy exists under the auspices of the Data Management and Retention policy and Serbian law.

### Responsibilities

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the Serbian regulatory environment. The person with overall responsibility for this policy are the Directors.

The person responsible for records management in the school will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy and check if records are stored securely and can be accessed appropriately.

In the case that records are required for safeguarding purposes, it will be the shared responsibility of the Designated Safeguarding Lead and the administrator of the BIS online platform to review records and decide upon how they may be shared.

### Recording and Storage Systems

All data will be recorded using the platform's built in video and storage system.

### School Action

The school will:

- Automatically record all online video conference lessons and meetings held with students or between students using the video conferencing platform as part of work set by teachers
- Centrally manage the settings of the recording tool on the platform
- Store all data for a period of at least 24 hours
- Arrange to access all deleted data for up to 30 days after initial deletion
- Respond to any request for information about the data on an individual basis



- Arrange access to data in order to address any complaints about student behaviour, staff conduct or external interference in online video lessons as it sees fit
- Act in accordance with Serbian data retention and storage laws
- Ensure that all staff, students and parents are informed that video capture is taking place

The School will not:

- Routinely make the recorded data available to students, parents or staff for other than safeguarding reasons
- Keep any data beyond 30 days without specific safeguarding or training justifications
- Share any of the recorded data beyond the confines of the school, its staff, students and parents, without specific legal or state instruction
- Routinely review the data as part of performance management, lesson reviews or purposes other than those above mentioned

## Use of Data for Safeguarding Purposes

Where the school does decide to access data for safeguarding purposes, this will be in accordance with its policies for safeguarding and in line, where appropriate, with the school complaints policy.

## Monitoring and Review

This policy will be reviewed annually.

Last review: April 2020