

## Hedingham School and Sixth Form Cameras in Classrooms

### **The rationale for the use of audiovisual recording capability in classrooms**

The rationale for the use of audiovisual recording capability in the classrooms of Hedingham School and Sixth Form is to reduce vandalism in unstructured time. Their presence will likely have a dampening effect on poor behaviour in classrooms and corridors. Acts of vandalism and thefts are likely to be lessened.

***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. Nor will any footage be used as admissible evidence in disciplinary hearings or during any capability proceedings. Under no circumstances will the cameras be used in a secret manner.***

### **Acceptable Use**

#### **When will the cameras be used?**

The cameras in lunchrooms will only record during unstructured times: before school, at break and lunchtime and after school. The footage may be used to identify students possibly involved in alleged vandalism, theft or unacceptable physical and/or verbal behaviours.

#### **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 so that visitors should be aware of this possibility.

#### **Who can view archived recordings?**

If footage is likely to contain evidence of alleged poor behaviour, vandalism or theft the footage may be viewed by Headteacher's PA, Student Services Manager, Site Supervisor and Network Manager or in their absence IT Technician subsequently, if required, the police. A detailed log will be kept of access to recordings.

#### **Where can recordings be viewed?**

Recordings can be viewed in the Caretakers Office, Student Support Centre, IT Technicians Office .

Under whose authority can recordings be viewed? If there are accusations of wrongdoing the Student Services Manager, Site Supervisor and Network Manager (or in their absence the IT Technician) may view the recordings for investigative purposes. A detailed log will be kept of access to recordings.

#### **Where will recorded information initially be saved?**

The recorded information is saved on a secure network server drive in the Server Room.

#### **How long will recordings be kept?**

Maximum period images are retained is period is 31 days they may be retained for a longer period if imagery is required for evidential purposes. The system overwrites the data as it goes. If data is supplied to anyone else (e.g. The Police) they must sign for it as it is handed over.

#### **How will archived recordings be secured?**

Archived recordings will be on a secure server. This server will be part of the backup strategy of Hedingham School and Sixth Form.

#### **Who owns the archived recordings?**

Hedingham School and Sixth Form.

#### **Who owns the intellectual property on the recording?**

The recordings are the intellectual property Hedingham School and Sixth Form.

#### **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.