



## Guidance for use of IRIS in Trust academies

### Introduction

IRIS is a videoing facility based on individual user accounts which enables teachers and support staff to engage in self-observation, personal reflection, collaboration and coaching and remains under the control of the individual employee at all stages. It is possible to 'invite' either peers or members of senior staff to engage in a joint review of the lesson, and practitioners can choose to share with others more widely across the academy or Trust, thus aiding the development of practice.

IRIS adds another dimension to the development of teaching and learning, in-line with the co-operative values of self-help and self-responsibility. Through self-reflection, peer discussion and professional dialogue, the aim is to give teachers and other practitioners the opportunity to use IRIS as one part of a range of possible professional development tools. Because teachers can reflect on their own practice by seeing how they have taught, it enables learning discussions to be relevant and linked with real events within the classroom.

The IRIS system consists of videoing hardware which is placed in the classroom and switched on with the explicit permission of the user. The hardware is easy to use and uploads to a secure site where the practitioner can access their recordings to view at a later date. Recordings cannot be downloaded or saved outside of the IRIS system.

Whilst this document specifically covers the use of IRIS, there are a wide range of technologies available which can be used to support and enhance professional development; when considering their use, academies should ensure that the principles documented here are followed.

### Protocol

1. Trust academies are encouraged to use IRIS as a tool to help develop quality of teaching and learning.
2. It is the responsibility of the Headteacher / Principal to ensure that parents are appropriately informed and relevant permissions for filming students / pupils are obtained. These permissions do not provide any rights to parents or pupils, whether or not they hold individual user accounts with IRIS, to access the films made. The school's "Home School Parent Agreement" should ideally have wording to the effect that video is used for professional development by employees at the school. Teachers should inform the class that IRIS is being used for the teachers' (or other employee's) professional development prior to the lesson starting.



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3. Agreement should also be sought from any other persons present in the classroom at the time of filming, who should be informed that the camera is being used for the purpose of the user's personal development and training only and that it can record both video and audio.
4. As a learning community we recognise the need for teaching and learning development tools. Use of the IRIS system is voluntary, and no pressure will be placed on employees to use it, or to share their practice with other users if they have chosen to opt in.
5. Where IRIS is used, employees will be appropriately trained before being given access to the system.
6. IRIS will not be used as a tool linked to the performance management process; it should be considered as one of a range of methods available to use, in agreement with the member of staff, for professional development purposes only.
7. IRIS will not be used for surveillance purposes, or to monitor classroom delivery when the regular teacher is absent.
8. IRIS Connect have advised that legally, the ownership of the videos rests with the academy, who is ultimately responsible for the videos (data) as Data Controller under the terms of the Data Protection Act. However, the privacy rights of individual employees using IRIS is paramount to us, and they remain in full control of the films made from beginning to end of the process – but with the proviso that the film must not be shared more widely than with other employees of the Co-op Academies Trust, unless additional permissions for its use are secured from the Headteacher/Principal. There must be no system 'override' put in place by academies to give administrator rights to remotely or subsequently view a lesson without the permission of the employee.
9. All individual users have the responsibility to protect their own data and the data of others, and not to disclose passwords, notwithstanding the responsibilities of the provider / data controller.
10. Employees may agree to share their videos with colleagues at their academy and/or between academies within the Trust. This can be arranged via IRIS who can create a "Co-op Academies Trust" group which will allow teachers to share with each other. Where an employee decides to share, the system will be used confidentially, sensitively, with a focus on development, and with due respect for colleagues. They may recall the film from another user or group library at any time.
11. Films are stored in the IRIS system until such a time that the employee deletes the recording from the system. Employees may delete their films at any time. If leaving employment of the Trust, employees must delete all their films from the system.
12. Use of the IRIS system within an academy will be reviewed on an annual basis through consultation with all staff and local trade union representatives.