



## Jack & Jill Family of Schools: Recorded and Live Streamed Lessons

### Introduction

As you may be aware, due to the outbreak of COVID-19 we plan to live stream and record lessons to provide our pupils with education when they are unable to attend school. This notice provides information about how we will use teachers' and pupils' personal data when recording these lessons.

This notice should be read alongside our existing privacy notices, available here <https://jackandjillschool.org.uk/privacy/>. These notices provide more general information about how the School uses personal data, and the rights that you have in relation to all personal data that we hold.

### How we will use personal data

#### 1. We will live stream lessons with pupils present (e.g. the children of key workers).

- a. The camera will be positioned to focus on the teacher but the pupils in attendance may feature in the live stream, e.g. they may be heard asking a question.
- b. In some limited circumstances, a pupil may be seen on the live stream, e.g. if they move around the classroom.
- c. These live streamed lessons will also be recorded and available to all parents of that class after the lesson has finished. This is to allow pupils to catch up on a missed lesson or to re-watch for anything which has been missed.

Live streamed lessons for **Nursery** pupils will not be recorded whilst the Nursery remains open. In the event of closure, live streamed lessons for the Nursery children will be recorded.

**Clarence House Preparatory School (C.H.P.S.)** teachers may choose to use video for live streamed lessons where it is beneficial, for example, art, but most live streamed lessons for C.H.P.S. will be audio only; this is to ensure that pupils are focusing on the texts being studied, rather than being distracted by their peers.

#### 2. We will live stream lessons with pupils at home present (main class lessons).

- a. If the child wishes to be included in the live lesson via video, the parent should turn on the child's camera.
- b. The camera is to be positioned to focus on the child, but parents should note that anything in the background will feature in the live stream. Staff will remove any pupils from the live lessons who have an inappropriate background (e.g. a person in the background is in an inappropriate state of dress or a chosen set background from a scary film).
- c. Appropriate clothing must be worn. Staff will remove any pupils from the live lessons who are inappropriately dressed.



- d. The staff member leading the live stream lesson will mute and unmute the children at home as required.
- e. These live streamed lessons will be recorded and available to all parents of that class after the lesson has finished. This is to allow pupils to catch up on a missed lesson or to re-watch for anything which has been missed.

Please note that **Nursery** pupils at home can only join a live stream via audio. Their cameras will be enabled but they must turn them off before entering a live streamed lesson.

Live streamed lessons for **Nursery** pupils will not be recorded whilst the Nursery remains open. In the event of closure, live streamed lessons for the Nursery children will be recorded.

**Clarence House Preparatory School (C.H.P.S.)** teachers may choose to use video for live streamed lessons where it is beneficial, for example, art, but most live streamed lessons for C.H.P.S. will be audio only; this is to ensure that pupils are focusing on the texts being studied, rather than being distracted by their peers. Therefore, C.H.P.S. pupils should enter live streamed lessons with audio only. If they enter with video and it not beneficial for the lesson, the teacher will turn off the camera.

### **3. We will live stream lessons with pupils at home present for individual music lessons.**

- a. If the child wishes to be on video for their individual music lesson, the parent should turn on the child's camera.
- b. The camera is to be positioned to focus on the child, but parents should note that anything in the background will feature in the live stream. Staff will remove any pupils from the live lessons who have an inappropriate background (e.g. a person in the background is in an inappropriate state of dress or a chosen set background from a scary film).
- c. Appropriate clothing must be worn. Staff will remove any pupils from the live lessons who are inappropriately dressed.
- d. The staff member leading the live stream lesson will mute and unmute the child at home as required.
- e. These live streamed lessons will not be recorded unless upon parent request in an exceptional circumstance.

Live streamed individual music lessons will be available for those who have individual instrumental lessons i.e. girls in **Reception – Year Six**. Teachers will be visible to the girls and the girls will be visible to the teacher if their parent opts to turn on their camera.

### **4. We will pre-record lessons presented by teachers without pupils present.** For example, lessons where a teacher guides the watchers of the video through a particular task.

Most recordings will be both video and audio but, on some occasions, we will only use audio.

Lessons will be made available via Microsoft Teams to the relevant pupils and parents. We have implemented robust security measures to protect the recordings.

Teachers will be told in advance of a lesson being live streamed or recorded.

Recordings will not be shared outside of the School community unless there are truly exceptional reasons to justify this and it is in accordance with data protection law.



## **Our lawful basis**

Our lawful basis for using the personal data in these recordings is public task. For more information about lawful bases please see our existing privacy notices, available here - <https://jackandjillschool.org.uk/privacy/>

## **Retention**

The recordings will be retained by the School for no longer than one year unless we have a good reason to justify their retention.

## **Your rights**

If you are a parent and would prefer that your child is not included in any of the lessons, please contact the School Administrator by emailing [office@jackandjillschool.org.uk](mailto:office@jackandjillschool.org.uk) as soon as possible.

You have the same rights in relation to this personal data as you do regarding any of the other personal data that we hold about you. More details on these rights and who to contact in order to exercise them can be found in our main notices – available <https://jackandjillschool.org.uk/privacy/>.

Before the recording of a live streamed lesson begins, all participants (staff, pupils and parents) will be told the recording is about to take place and have the right to oppose this. If anyone is opposed to the recording, the recording will not take place.

Please contact Cara Ventham, Deputy Principal, by emailing [c.ventham@jackandjillschool.org.uk](mailto:c.ventham@jackandjillschool.org.uk) if you have any questions.