

IRIS Connect Video Recording and Sharing Policy (External)

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Purpose

Teach First, Trainees and their Employment schools have a responsibility to ensure Trainees and support roles are using our digital learning technology securely and meeting our safeguarding and data security obligations.

Video recording and sharing should only take place using IRIS Connect. Sharing via any other means would be a data breach and must be dealt with accordingly.

This document outlines guidelines which a user must follow when recording and sharing video as well as information about GDPR and security in place with IRIS Connect.

Recording and Sharing Guidelines

The IRIS Connect platform minimises the inherent security risk of capturing and storing videos on personal devices and on school servers. To ensure we meet security requirements users need to follow these guidelines:

- Users are required to sign the End User License Agreement (EULA) before they can complete their account set up.
- **Recordings should only be made and shared using the IRIS Connect app or IRIS Connect Screen Capture.**
- **Other recording and sharing tools should not be used under any circumstance.** For example, you must not use your mobile phone camera application and share via email.
- You can link to an IRIS Connect reflection from Steplab by adding the URL. To enable users to access this recording you should share it through IRIS Connect first.

- The recorded material must not be adapted, interpreted, copied, published, stored or communicated (placed on the internet, school website, school intranet, be emailed or other similar uses) outside of the functionality available within IRIS Connect.
- Users cannot download recordings from IRIS Connect, all recordings are to remain within IRIS Connect.

What security is in place?

IRIS Connect have a unique product that provides a powerful reflective tool which also has in-school safeguarding built in by design. They invest heavily in maintaining the security of their online environment. Recordings are made using a dedicated IRIS Connect app or via Screen Capture on the IRIS Connect platform.

- IRIS Connect is based on individual user accounts.
- Recordings are encrypted and stored securely in the IRIS Connect environment.
- The recording is uploaded to the user account of the user who undertook the recording, they are the “author”.
- User accounts are password protected.
- Cameras will only begin recording with the explicit permission of the individual teacher.
- Recordings made via the IRIS Connect app will be automatically permanently deleted from the app/device once upload has completed.
- Recordings cannot be shared, edited or viewed in the app, but they can be deleted.
- If a user deletes a recording from the app before uploading it, then it is permanently deleted.
- The app does not store the recording alongside other videos on the device. The recording is stored within the app itself and is encrypted. When ready, the app will upload the encrypted recording to the IRIS Connect online secure environment.
- The author retains complete control over who has access to this recording by deciding whether to share the recording with either another individual user or a group of users. They may decide not to share and use for self-reflection only.
- The author can un-share with other users at any time
- Other users are not able to share or edit. They can playback and comment on a recording which has been shared with them.
- The author retains the right to delete a video at any time.
- If the author deletes a reflection when logged into the web browser it can only be retrieved for 90 days by author request to IRIS Connect, after this time it is permanently deleted from the server.
- [More information on IRIS Connect security measures and controls](#)

What if a recording is shared outside of IRIS Connect?

This would be a data breach and the relevant processes must be followed.

Usage of IRIS on the Teach First Training Programme

For further detail, please see the relevant guidance documents for the use of IRIS on the training programme.

IRIS Connect will be used to enable observation, reflection and instructional coaching. Teach First and other Support Roles will use IRIS to support Trainees to develop by watching recorded teaching episodes in conjunction with in-person visits and observations.

- IRIS Connect also enables us to review lessons more frequently. We can:
- prioritise specific classes that require the most immediate support
- tailor instructional coaching approaches
- see how each teacher has been able to implement what they have learnt the very next time that class is taught

Use of IRIS means trainees can seek out specific support without requiring a colleague to make the time to visit their classroom. This allows Teach First and the trainees and other Support Roles not only provide more regular and responsive support to all of our teachers, but it also means we can better target support for those who need it most.

Formative use (in year)	Summative use (QTS assessment)
<ul style="list-style-type: none"> • Action steps/instructional coaching • Development Goals • Support Plans • Full lesson observations: 	<ul style="list-style-type: none"> • Termly reviews • Final QTS assessment

GDPR Information

For more information on GDPR please see [IRIS Connect information on GDPR](#) and for FAQs please see the [Iris Connect GDPR and Safeguarding FAQ document](#)