NASUWT Undeb yr Athrawon CYMRU The Teachers' Union

ASCL Association of School and College Leaders

ASCL/NASUWT joint protocol on the use of Iris Connect

The NASUWT and the ASCL recognise that there is a wide range of technology available which can be used to support and enhance the working lives of teachers and their professional development.

As the most widely used system, the NASUWT and ASCL have worked closely with IRIS Connect to develop a protocol premised on teachers choosing to use this system for self-reflection and professional development and to ensure it is used in the way it was intended.

Other products are on the market but when considering their use, schools should ensure these systems conform with the principles enshrined in this protocol.

Overview:

The observation of teachers and the use of video cameras in schools are both sensitive issues. This Code of Practice is designed to ensure that systems that use video, such as IRIS Connect, are used as a tool to enhance and improve the professional development of teachers.

IRIS Connect:

The IRIS Connect system is, uniquely, developed from research and best practice in supporting teachers and schools to enhance expertise through self-reflection, enquiry, building teacher learning communities and coaching.

IRIS Connect is not a surveillance system; it is permission-based with multiple levels of security to ensure that teachers can feel confident and empowered by its use and remain in control throughout the process.

- IRIS Connect has thought very carefully about responsibilities under the Data Protection Act and developed a system in line with the relevant guidance from the Information Commissioners Office (ICO). IRIS Connect is registered with the ICO and the information pertinent to this registration is available within the online application. It is the responsibility of the headteacher to ensure parents are appropriately informed and relevant permissions are gained.
- IRIS Connect is clear that the permissions gained do not provide any rights to parents or pupils, whether or not they hold individual user accounts with IRIS, to access information stored on other individual user accounts.

IRIS Connect has created a system infrastructure that meets and exceeds the high levels of security required for the processing of such sensitive data and to protect the privacy of users.

IRIS Connect uses cloud-based computing and data services, whose infrastructure meets the highest levels of commercial standards, and high levels of encryption where appropriate.

The privacy rights of users is paramount and they remain in full control of any video from beginning to end of the process. There must be no system 'override' to give administrator rights to remotely or subsequently view a lesson without the permission of the teacher.

System Privacy:

- The IRIS Connect system is based on individual user accounts.
- Users are required to sign an End User Licence Agreement (EULA) before they can complete their initial log-in to the system.
- Each user will be provided with a copy of the EULA.
- Cameras will only turn on with the explicit permission of the individual teacher.

- The video is uploaded to the user account of the teacher who wishes to participate in the process of self-reflection.
- The individual teacher retains complete control over who has access to their data by deciding whether or not to share observations with either another individual user or a group library.
- The individual teacher never 'loses sight' of their observation and can recall the observation from another user or group library at any time.
- The individual teacher retains the right to delete a video at any time.
- The system does not assign administrator rights to any person to enable them to remotely view or subsequently view a video belonging to an individual teacher without their permission.

The following is a possible exemplar Code of Practice:

Code of Practice:

The IRIS Connect system is designed for professional development and uses video and audio recordings to enable teacher self-reflection and collaboration. The school, [insert name of school], consulted fully with all staff and the trade union representatives before the system was purchased. The use of the system will be reviewed on an annual basis through consultation with all staff and the trade union representatives. All staff will be trained appropriately before being given access to the system. As a professional learning community, we recognise the need for a shared understanding of what the system is for and how it will be used:

Consequently, we agree that:

- the system can be used for personal reflection and remains under the control of the individual teacher at all stages and in all circumstances;
- the system may be used, with the teacher's permission, for collaboration, coaching and enquiry learning and remains under control of the individual teacher at all stages and in all circumstances;
- the system will not be used for surveillance;
- no pressure, either implicit or explicit, will be placed on teachers, or management direction given to teachers, to use the system in any circumstances;
- no pressure, either implicit or explicit, will be placed on teachers, or management direction given to teachers, to share their practice with other users of the system;
- teachers cannot be directed to use the system. Its use is entirely voluntary;
- where a user decides to agree to share the information, the system will be used confidentially, sensitively and developmentally and with due respect for colleagues;
- the school accepts the responsibility to provide appropriate training in the use of the system to all those who decide to use the equipment;
- 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;
- the school will inform parents that the system will be used for the purpose of professional development and training and that all those present when the system is in use will be informed;
- teachers who decide to use the system will inform all those around them that the IRIS Connect camera is being used in the room for the purpose of their personal professional development and training only and that it can record both video and audio.

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Protocol ar y cyd NASUWT/ASCL ar ddefnyddio Iris Connect

Mae'r NASUWT a'r ASCL yn cydnabod bod amrywiaeth eang o dechnolegau ar gael ac y gellid eu defnyddio i hwyluso a chynorthwyo bywydau gwaith athrawon a'u datblygiad proffesiynol.

Gan mai hon yw'r system y gwneir y defnydd mwyaf ohoni, mae'r NASUWT ac ASCL wedi cydweithio'n agos ag IRIS Connect i ddatblygu protocol sy'n seiliedig ar benderfyniad athrawon i ddefnyddio'r system hon ar gyfer hunan fyfyrio a datblygiad proffesiynol ac i sicrhau ei bod yn cael ei defnyddio yn y ffordd y'i bwriadwyd.

Mae systemau eraill ar y farchnad ond wrth ystyried eu defnyddio, dylai ysgolion sicrhau bod y systemau hyn yn cydymffurfio â'r egwyddorion sydd wedi'u cynnwys yn y protocol hwn.

Trosolwg:

Mae arsylwi ar athrawon a defnyddio camerâu fideo mewn ysgolion ill dau'n bynciau sensitif. Mae'r Cod Ymarfer hwn wedi'i ddatblygu i sicrhau bod systemau sy'n defnyddio fideo, fel IRIS Connect, yn cael eu defnyddio fel cyfryngau i wella a chyfoethogi datblygiad proffesiynol athrawon.

IRIS Connect:

Elfen unigryw o system IRIS Connect yw ei bod ei datblygiad yn seiliedig ar ymchwil ac arferion gorau i gynorthwyo athrawon ac ysgolion i hybu arbenigedd drwy hunan fyfyrio, ymchwilio, adeiladu cymunedau dysgu athrawon a hyfforddi.

Nid system cadw gwyliadwriaeth mo IRIS Connect; mae'n ddibynnol ar ganiatâd gyda sawl lefel diogelwch i sicrhau bod athrawon yn teimlo'n hyderus ac wedi'u grymuso wrth ei defnyddio a'u bod yn teimlo bod ganddynt reolaeth lwyr drosti drwy gydol y broses.

- Mae IRIS Connect wedi meddwl yn ofalus iawn am gyfrifoldebau o dan y Ddeddf Diogelu Data ac mae wedi datblygu system yn unol â'r canllawiau perthnasol a gafwyd gan Swyddfa'r Comisiynydd Gwybodaeth (ICO). Mae IRIS Connect wedi'i gofrestru â'r ICO ac mae'r wybodaeth sy'n berthnasol i'r cofrestriad hwn ar gael o fewn y cais ar-lein. Y pennaeth sy'n gyfrifol am sicrhau bod rhieni'n cael ei hysbysu'n briodol a'u bod yn cael pob caniatâd priodol.
- Mae IRIS Connect yn datgan yn eglur nad yw'r caniatâd a geir yn rhoi unrhyw hawliau i rieni na disgyblion, boed ganddynt gyfrifon defnyddwyr unigol ag IRIS neu beidio, i gael mynediad at wybodaeth sydd wedi'i storio ar gyfrifon defnyddwyr unigol eraill.

Mae IRIS Connect wedi creu seilwaith system sy'n ateb ac sy'n rhagori ar y lefelau diogelwch uchel sy'n ofynnol ar gyfer prosesu data mor sensitif ac i ddiogelu preifatrwydd defnyddwyr.

Mae IRIS Connect yn defnyddio gwasanaethau cyfrifiadura a data cwmwl, sydd â seilwaith sy'n cydymffurfio â lefelau uchaf safonau masnachol, a lefelau uchel i amgryptio pan fydd hynny'n briodol.

Mae hawliau preifatrwydd defnyddwyr yn holl bwysig ac maent yn cadw rheolaeth lwyr dros unrhyw fideo o ddechrau i ddiwedd y broses. Ni roddir unrhyw hawl i weinyddwr i gael mynediad o bell nac i weld gwers heb ganiatâd yr athro.

Preifatrwydd y System:

- Mae system IRIS Connect yn seiliedig ar gyfrifon defnyddwyr unigol.
- Rhaid i ddefnyddwyr lofnodi Cytundeb Trwydded Defnyddiwr (EULA) cyn y gallant fewngofnodi i'r system am y tro cyntaf.
- Bydd pob defnyddiwr yn cael copi o'r EULA.

- Ni fydd camerâu'n cael eu rhoi ymlaen heb ganiatâd penodol yr athro.
- Mae'r fideo'n cael ei lwytho i fyny i gyfrif defnyddiwr yr athro sy'n dymuno cymryd rhan yn y broses hunan fyfyrio.
- Mae'r athro unigol yn cadw rheolaeth lwyr dros bwy sy'n cael mynediad at eu data drwy benderfynu a ydynt am rannu arsylwadau ai peidio naill ai â defnyddiwr unigol arall neu lyfrgell grŵp.
- Nid yw'r athro unigol byth yn 'colli golwg' ar eu harsylwad a gallant alw'r arsylwad yn ôl oddi wrth grŵp defnyddwyr arall neu lyfrgell grŵp ar unrhyw adeg.
- Mae'r athro unigol yn cadw'r hawl i ddileu fideo ar unrhyw adeg.
- Nid yw'r system yn aseinio hawliau gweinyddwr i unrhyw unigolyn sy'n eu galluogi i weld o bell neu i weld fideo sy'n eiddo i athro unigol heb eu caniatâd.

Mae'r canlynol yn God Ymarfer enghreifftiol posibl:

Cod Ymarfer:

Mae'r system IRIS Connect wedi'i datblygu ar gyfer datblygiad proffesiynol ac mae'n defnyddio recordiadau fideo a sain i alluogi hunan fyfyrio a chydweithredu gan athrawon. Mae'r ysgol, [mewnosod enw'r ysgol], wedi ymgynghori'n llawn â'r holl staff a chynrychiolwyr undebau llafur cyn prynu'r system. Bydd y defnydd a wneir o'r system yn cael ei adolygu'n flynyddol drwy ymgynghori â'r holl staff a chynrychiolwyr undebau llafur. Bydd pob aelod o staff yn cael hyfforddiant priodol cyn cael mynediad at y system. Fel cymuned dysgu proffesiynol, rydym yn cydnabod yr angen am gyd-ddealltwriaeth o ddiben y system a sut y bydd yn cael ei defnyddio:

O ganlyniad, rydym yn cytuno:

- y gall y system gael ei defnyddio ar gyfer myfyrio personol ac mae'n aros o dan reolaeth yr athro unigol yn ystod pob cam a phob amgylchiad;
- gellir defnyddio'r system, gyda chaniatâd yr athro, ar gyfer dysgu cydweithredol, hyfforddi ac ymchwilio ac mae'n aros o dan reolaeth yr athro unigol yn ystod pob cam a phob amgylchiad;
- ni fydd y system yn cael ei defnyddio i gadw gwyliadwriaeth;
- ni fydd dim pwysau, ymhlyg na phenodol, yn cael ei roi ar athrawon, na chyfarwyddyd rheoli yn cael ei roi i athrawon mewn unrhyw amgylchiadau, i ddefnyddio'r system;
- ni fydd dim pwysau, ymhlyg na phenodol, yn cael ei roi ar athrawon, na chyfarwyddyd rheoli yn cael ei roi i athrawon, i rannu eu hymarfer ag eraill sy'n defnyddio'r system;
- ni ellir cyfarwyddo athrawon i ddefnyddio'r system. Mae penderfyniad i'w defnyddio'n gwbl wirfoddol;
- pan fydd defnyddiwr yn dewis rhannu'r wybodaeth, bydd y system yn cael ei defnyddio'n gyfrinachol, yn sensitif ac mewn modd datblygiadol gan ddangos parch dyledus tuag at gydweithwyr;
- mae'r ysgol yn derbyn cyfrifoldeb i ddarparu hyfforddiant priodol ar ddefnyddio'r system i bawb sy'n penderfynu defnyddio'r offer;
- mae pob defnyddiwr unigol yn gyfrifol am ddiogelu eu data eu hunain a data pobl eraill ac i beidio â datgelu eu cyfrineiriau, er cyfrifoldebau'r darparwr/rheolydd data;
- bydd yr ysgol yn hysbysu rhieni ei bod yn bwriadu defnyddio'r system i ddibenion datblygiad proffesiynol a hyfforddiant a bydd pawb a fydd yn bresennol pan fydd y system yn cael ei defnyddio'n cael eu hysbysu;
- bydd athrawon sy'n penderfynu defnyddio'r system yn hysbysu pawb o'u cwmpas bod camera IRIS Connect yn cael ei ddefnyddio yn yr ystafell i ddiben eu datblygiad proffesiynol a'u hyfforddiant yn unig a'i fod yn gallu recordio fideo a sain.

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