

Guidance on the recording of live lessons on Google Meets and Classroom

From Wednesday 13th January '21, all live sessions on Google Meets and Classroom will be recorded by the host. Every time a new session starts, whoever is joining will need to give agreement to this.

What is the reason for recording these live lessons?

The sessions are recording as an extra layer of protection for both the children attending and the teacher leading the lesson. The virtual classroom is not the same as our classrooms at school and extra protections are necessary. The recordings will only ever be accessed if there is a safeguarding question, query or concern that requires further investigation. The recordings will help with this process.

What happens to the recordings and how long are they stored for?

Recordings are saved within the school's Google Drive. They are kept secure through Google encryption in Google secure data centres.

The recordings are kept for 12 months and then permanently deleted.

Who will get to see the recordings?

These recordings will only be used by school based staff in response to a safeguarding investigation. In agreement with GDPR laws, any requests to view recordings would be denied unless the school were required to produce a recording in line with a police investigation.

What if I am not comfortable with my child being recorded during a live lesson?

It is important your child does not miss learning due to this. If you do not consent then we would ask that you consider what parts of the recording process it is you are uncomfortable with. If it is your child being on-screen visually then we suggest you talk to your child about them keeping their camera turned off at all times. Under these circumstances, they could still join in with the lesson fully and talk to their teacher and other children in the class. If you would like both the visual and auditory elements stopped then this can be controlled by yourself too. Your child will hear and see all the input from their teacher. Clearly, reducing these means of communication does reduce the impact of the session for your child but you have the right to make that decision. If you do decide on one of these options, please email admin@princessfrederica.com with your child's name and we will communicate the steps being taken with your child's class teacher so they are not asked to turn their camera on or unmute (whichever is applicable). In this case, you will still be consenting to the recording but with strict limitations on your child's involvement in this.

If your child is in school, and you do not give authorisation for recording, then they will sit at a table that is not in the view of the camera which will prevent them being picked up by a recording. It is important to make the school aware of this request so the child is not picked by the class teacher for something.

Who can I discuss this with?

Mr Richards, the headteacher is happy to discuss any issues around live recording of sessions run through Google Meets and Classrooms. You can also discuss anything related to privacy and GDPR with Hassan Muzammal, the Data Protection Officer for Princess Frederica. His contact details are:

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