



DISCEMUS UT SERVEMUS

PINEHURST PRIMARY SCHOOL

Class room camera policy 6/2016

Preamble

Pinehurst Primary is a values-based community, comprising learners, parents and teachers. Three of the key values of Pinehurst Primary are responsibility, self-discipline and respect for others. Its vision is to develop children, within a safe environment, to attain their full potential. At times, the use of cameras in the class room to record, analyse and subsequently discuss what goes on in the class room can be a useful addition to the teachers' methods to ensure an inspiring and safe environment for everyone in the class. This policy determines the parameters for the use of cameras in the class room.

1. Application

This policy applies to the use of cameras inside the class room. It does not apply to the use of cameras in corridors, the school yard or other open spaces in or around the school.

2. Decision to use cameras

- (1) The Principal, or a staff member designated by him or her, may –
 - (a) authorise the installation of cameras inside a class room for the purposes under subsection (2); and
 - (b) in consultation with the teacher in a class, decide to switch the camera on or off.
- (2) The purpose of installing cameras inside a class room is to enable –
 - (a) training, coaching and mentoring of teachers; and
 - (b) the provision of feedback to a learner and his or her parents or legal custodians with respect to that learner's behaviour in class.

3. Viewing the footage

- (1) The footage, be it live or recorded, may be viewed by –
 - (a) the Principal or a staff member designated by him or her;
 - (b) a counsellor, recognised by the Principal as a school counsellor;
 - (c) the learner(s) that appear in the footage; and
 - (d) the parents or legal custodians of the learner(s) that appear in the footage.
- (2) Under no circumstances may the footage be circulated or shared with anyone other than those mentioned under (1).

4. Maximum time period for storing the footage

Recorded material may be stored for a maximum of six months, after which the Principal must order the material to be permanently deleted.

SIGNED: 

Date: 2016/10/12

Chairperson Pinehurst Primary School Governing Body

SIGNED: 

Date: 2016/10/12

Principal Pinehurst Primary School