



## **Guidelines for Video/Webcam Use in Schools**

The use of this technology for remote learning must be balanced between the benefits of the technology and individual privacy rights. These guidelines will provide direction to ensure that the use of video/webcam equipment in classrooms will not interfere with an individual's right to privacy.

### **Rationale and Objectives for Implementing Video/Webcam Use in Classrooms**

Video/webcam equipment in classrooms will be used as a communication channel to assist with the delivery of remote learning.

### **Use and Guidelines of Video/Webcam in Classrooms**

- Video/webcams are considered to be privacy-intrusive. Video/webcams should only be used as a channel to distribute classroom content when other channels and communication tools would not be appropriate or feasible.
- The video/webcam equipment should be installed in such a way that it only captures the whiteboard and/or teacher and minimizes capturing other students and/or individuals that may be present within the classroom space.
- The use of video/webcam equipment should be restricted to time-specified periods of instructional teaching only.
- Access to streamed or recorded content is limited to those authorized to access the information (students, staff and student parents or guardians).
- Video/webcam equipment monitors should never be in a position that enables public viewing.
- All recordings should be kept on systems controlled by Park West School Division.
- Video/webcam equipment must only be operated by authorized personnel of the Division, which includes teachers, student teachers (under the direction of the teacher), school administration, or divisional ICT staff.
- The guidelines for usage of video/webcam equipment are subject to periodic audit to ensure compliance with operational policies and procedures.