


POL027	EDClass Camera on Policy - Unrestricted	
Issue number 2		
Approved by Sam Warnes	Date: 02.09.2024	

## EDClass 'Camera On' Policy

### Purpose:

This policy outlines the requirements and expectations for having cameras on during EDClass sessions for commissioning schools, school staff, school DSLs (Designated Safeguarding Leads), students, and parents that have subscribed to EDClass. It is designed to promote a safe, engaging, and effective learning environment for all users. The "Camera On" policy is designed to:


- safeguard children participating in online lessons at all times.
- create a safe, secure positive, and engaging online learning environment for all EDClass users.
- supports effective live supervision, teaching, student engagement, and live learning in association with the DfE legislation
- ensure the well-being of students participating in EDClass online learning and virtual classroom environment
- empower the use of cameras to be a vital tool for safeguarding students in their online environment,
- allow any dangers or hazards to be reported, reviewed and visually seen which can be seen to the school DSLs and relevant authorities
- enables EDClass to proactively identify and respond to potential risks, creating a safe and supportive space for all learners.

By adhering to this policy and DfE legislation, we create a stronger sense of community, enhance the quality of our online education, and most importantly, prioritise the safety and well-being of every child who participates in EDClass.

### The 'Camera on' Policy:

**Mandatory Camera Use:** All students are required to have their cameras turned on during live EDClass lessons. This allows EDClass teachers and safeguarding staff to:

- Visually confirm each student's presence and active participation.
- Monitor student engagement and participation
- Assess understanding and provide timely support
- Maintain a virtual presence that fosters a positive learning atmosphere
- Identify any safeguarding concerns or potential risks to student well-being
- Monitor the learning environment to ensure it is safe and appropriate.

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Establish a sense of connection and community among students and teachers.

Quickly identify and address any potential safeguarding concerns.

**Safeguarding:** The use of cameras is a crucial safeguarding measure that allows EDClass staff to:

Confirm the identity of the student participating in the lesson

Ensure the student is in an appropriate and safe environment

Observe the student's physical and emotional well-being

Detect any signs of distress, harm, or inappropriate behaviour

**Communication:** This policy will be clearly communicated to all commissioning schools, students, and parents/guardians before they subscribe to or use EDClass. Regular reminders of the policy will be provided to all users.

#### **Responsibilities and the reasons for Camera-On Policy**

**Safeguarding:** Ensuring the safety and well-being of all students is paramount. Having cameras on enables instructors and DSLs to monitor students' online behaviour, identify potential safeguarding concerns, and intervene if necessary.

**Engagement and Interaction:** Nonverbal cues, facial expressions, and body language are crucial for effective communication and learning. Camera usage fosters a more engaging and interactive learning experience, enhancing student participation and understanding.


**Accountability and Focus:** Having cameras on encourages students to maintain focus and actively participate in lessons. It also promotes a sense of accountability, ensuring that students are present and engaged in the learning process.

**Teaching Effectiveness:** EDClass teachers can better tailor their instruction by observing student reactions and adjusting their approach accordingly.

#### **Responsibilities of Commissioning Schools:**

Ensure their child(ren) have a suitable device and internet connection for EDClass sessions with a functioning camera.

Ensure all staff, DSLs, admin staff (receptionists), IT technicians' students, and parents are aware of and understand this policy.

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Provide necessary technical support to facilitate camera usage during EDClass sessions.

Monitor and enforce compliance with this policy within their respective school communities.

Work with EDClass to engage parental and student involvement

Be present at all reviews and address any camera issues

#### **Responsibilities of School Staff and DSLs:**

Adhere to this policy during all EDClass sessions.

Model appropriate online behaviour and camera etiquette.

Actively engage with students during sessions, utilising the camera to foster connection and interaction.

Report any concerns regarding student well-being or online safety to the appropriate DSL or school authorities.

#### **Responsibilities of IT Departments**

**Technical Facilitation:** IT departments are responsible for ensuring that all students have the necessary laptop with a functioning webcam, microphone and software to comply with the "Camera On" policy.

**Troubleshooting:** IT staff should be available to troubleshoot any technical issues students may have with their cameras.


**Bandwidth Optimisation:** Work with school administrators to optimize network bandwidth to accommodate the increased data usage associated with video streaming.

**Privacy and Security:** Implement robust privacy and security measures to protect student data and ensure the confidentiality of video feeds that is placed into their S3 bucket on AWS.

**Communication:** IT departments should clearly communicate the "Camera On" policy to students and parents, emphasising its importance for safeguarding and educational purposes.

More detailed IT specifications can be seen at the end of this policy.

#### **Responsibilities of Students - Reasons for the "Camera On" Policy for Student Safety and Well-being:**

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**Camera Readiness:** Ensure their webcams are functional and properly positioned to provide a clear view of their faces during live lessons.

**Visual Check-Ins:** Teachers can quickly assess a student's emotional and physical well-being through visual cues.

**Appropriate Attire and Background:** Maintain appropriate dress and ensure their background is free of distractions or inappropriate content.

**Early Intervention:** The "Camera On" policy allows for early identification of students who may be struggling academically or personally, enabling timely intervention.

**Camera environment:** By having cameras on enables appropriate online behaviour and attire during sessions.

**Safeguarding:** Having cameras on deters inappropriate behaviour and allows for immediate action if necessary.

**Respectful Conduct:** Adhere to the school's code of conduct during online classes, even when the camera is on.

#### Enhanced Teaching and Learning:

**Engagement:** The "Camera On" policy promotes student engagement and active participation in virtual classrooms. It also ensures their learning environment is appropriate for online learning, with minimal distractions and a neutral background.


**Non-Verbal Communication:** Teachers can interpret students' non-verbal cues (facial expressions, body language) to gauge understanding and adjust instruction accordingly.

**Personalised Learning:** With cameras on, teachers can tailor instruction to meet the individual needs of each student.

#### Building a Sense of Community:

**Connection and Collaboration:** The "Camera On" policy fosters a sense of community among students, promoting connection and collaboration. Actively participate in class discussions and activities, utilising the camera to communicate and collaborate with peers and instructors.

**Inclusivity:** When everyone has their cameras on, students feel more included and valued as members of the virtual classroom.

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**Parents:**

Support their child(ren) in adhering to this policy, emphasising the importance of online safety and engagement.

Monitor their child(ren)'s participation in EDClass sessions and address any concerns or technical issues promptly.

**Non-Compliance:** Students who do not have their cameras on during live lessons will not be permitted to remain in the virtual classroom. They will initially be directed to use EDInclude where the school will be notified and the seat will be used on a student that will put their camera on as we cannot safeguard that child. The students will be put in or a waiting area until they are able to comply with the policy. Failure to comply with this policy may result in the following consequences:

Verbal or written warnings from school staff or DSLs.

Temporary removal from EDClass sessions until the issue is resolved.


Parental involvement and communication regarding the non-compliance.

Repeated non-compliance may result in further action, such as temporary suspension from EDClass.

In severe or repeated cases, referral to school administrators for further disciplinary action.

**Privacy Considerations:** EDClass is committed to protecting student privacy. Video recordings of lessons are used solely for safeguarding and quality assurance purposes. Recordings are securely stored and only accessible to authorised personnel.

**Review:** This policy will be reviewed periodically to ensure it remains effective and aligned with best practices in online safeguarding.

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## EDClass Camera On Policy - Specification Information for IT Departments

This document outlines the minimum hardware requirements for schools commissioning EDClass for their IT departments.

These specifications are designed to ensure optimal performance and user experience with the EDClass platform.

All devices must be compatible with the latest versions of popular web browsers (Chrome, Firefox, Edge, Safari). Schools are responsible for ensuring that their network infrastructure can support the bandwidth requirements of EDClass. IT departments should have a plan in place for managing and updating the commissioned devices.

### Laptops

**Processor:** Intel Core i5 or AMD Ryzen 5 (10th generation or later)

**Memory:** 8GB RAM

**Storage:** 256GB SSD

**Display:** 14-inch minimum, 1920x1080 resolution

**Operating System:** Windows 10 or 11 (64-bit), macOS 11 or later

**Connectivity:** Wi-Fi 6 (802.11ax), Bluetooth 5.0

**Webcam:** Integrated 720p webcam or better

**Audio:** Integrated microphone and speakers

**Battery life:** Minimum of 5 hours of battery life


### Additional Recommendations:

**Processor:** Intel Core i7 or AMD Ryzen 7 for enhanced performance

**Memory:** 16GB RAM for smoother multitasking

**Graphics:** Dedicated graphics card for resource-intensive applications

### Webcams

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**Resolution:** 1080p Full HD minimum

**Frame Rate:** 30fps minimum

**Field of View:** 70 degrees or wider

**Microphone:** Integrated noise-reducing microphone

**Mounting:** Versatile mounting options (clip, tripod, etc.)

**Additional Recommendations:**

**Resolution:** 4K Ultra HD for exceptional image quality

**Features:** Autofocus, low-light correction, background replacement

**Microphones**

**Type:** USB or 3.5mm microphone

**Polar Pattern:** Cardioid or omnidirectional

**Frequency Response:** 50Hz to 15kHz

**Sensitivity:** -38dBV/Pa or better

**Noise Reduction:** Built-in noise reduction technology

**Additional Recommendations:**

**Type:** Condenser microphone for superior audio quality

**Accessories:** Pop filter, shock mount for improved recording

**Disclaimer:**

EDClass reserves the right to update these specifications as technology evolves. Schools are encouraged to review the latest requirements on the EDClass website before making any purchasing decisions.