



IRIS Connect User Policy and Guidance (Ref 36 MPTICUP)



# Mosaic Partnership Trust

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### History of most recent policy changes

| Version | Date       | Page           | Change                                                      | Origin of Change                                            |
|---------|------------|----------------|-------------------------------------------------------------|-------------------------------------------------------------|
| V1.0    | 07/04/2025 | Whole Document | Adoption by the Mosaic Partnership Trust and Implementation | Policy to support all school staff that access Iris Connect |
|         |            |                |                                                             |                                                             |
|         |            |                |                                                             |                                                             |



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### 1.0 What is IRIS Connect?

IRIS Connect exists to bridge the gap between effective professional learning and the reality of learning environments; supporting career-long learning from initial user education to ongoing professional development and comes under the Trust values of partnership and innovation. Through carefully developed, easily accessible and secure video collaboration technology and frameworks, IRIS Connect aims to empower and motivate users to continually develop their skills and achieve progress and sustained behavioural change in their environment. The IRIS Connect Platform is used across the Mosaic Partnership Trust and this policy is written to support its safe use. The Trust has completed a legitimate interests assessment (LIA) in the context of using the platform.

IRIS Connect is a video-based professional learning platform that has been in existence since 2008 and long before the establishment of the Trust. IRIS Connect have created and research-validated the frameworks necessary to successfully engage those using video to improve teaching and learning. IRIS Connect use a cloud-based platform and mobile app which are designed to enable the experiences that research shows make professional learning effective: access to theory, observation of authentic practice, reflection and feedback, peer mentoring, coaching, and collaborative opportunities.

### 2.0 Picking a Focus

Having a particular focus when using IRIS Connect is important to guide reflection and increase the impact. In the Mosaic Partnership Trust this is at an organization level. Remember, IRIS Connect is a professional development tool for staff from across the Trust. All recordings should be for professional development, educational research and learning development purposes.

### 3.0 How it Works and Staff Responsibilities

All staff receive an account. All recordings are automatically uploaded to the member of staff's account where they can use the platform tools to review, comment, analyse and share (if appropriate and with clear parameters). With IRIS Connect, you are always in control of your professional development. You select what you record, whether to upload or delete it, whether to edit it and whether to share it. There are clear parameters for its use:

- You must only video in the context of the school working day and in the context of teaching and learning, any other use should be discussed by a staff member with their line manager and must be agreed by the line manager with the Trust Director of Education.
- You will need to take account of any child where parents have requested that their child is not filmed/videoed when recording
- You must ensure that the video content is kept securely, and care should be taken logging into and out of IRIS Connect
- You must not share your IRIS Connect password with anyone, this is solely for individual access and use
- Unacceptable use of IRIS Connect could result in disciplinary action



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### 4.0 Linked policies

When using IRIS Connect all staff should have due regard of the following related Mosaic Partnership Trust policies:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Data Retention Policy
- Professional Growth and Appraisal Policy
- Professional Expectations and Conduct Policy
- Privacy Notice (Children and Parents)
- Privacy Notice (Staff)

### 5.0 Any Questions or Concerns?

If you have any questions or concerns about:

- The security of the system: [Security, Safeguarding and Data – Support Hub](#)
- Recording yourself: [Are you worried about recording yourself? – Support Hub](#)
- How to use the technology: A) Webinars: [Join a Webinar: Introduction to IRIS Connect – Support Hub](#) B) Recording: [Record – Support Hub](#) C) Reflecting: [Reflect and Share – Support Hub](#)
- What to do next - have a look at the IRIS getting started guide: [Getting Started – Support Hub](#)
- GDPR and safeguarding - see FAQ here: [Safeguarding FAQs – Support Hub](#)

### 6.0 Your Responsibilities (3.0 in the IRIS User Agreement Licence)

Make sure to read the list of user responsibilities from the End User Licence Agreement: [End User-Licence Agreement \(EULA\) -UK/EU/OCE Customers – Support Hub](#) summarised below.

**3.1** When using the system you agree to the following rules of conduct:

**3.1.1** You agree that the purpose of the system is professional development, educational research and learning development, consequently you will ensure:

**3.1.1.1** That all uploaded content is appropriate and aligned with the purpose.

**3.1.1.2** To make sure recording equipment is positioned so it's visible, safely located and unlikely to record data which is not for the purpose you are using the system or which is not required.

**3.1.1.3** When recording, ensure that anyone that may be recorded is aware that the system is in use and the purpose of recording video and audio

**3.1.1.4** To act in a professional manner at all times, to not use the system to bully or intimidate other users or data subjects.

**3.1.1.5** To exclusively use the system in a way which is aligned with the purpose.

**3.1.2** The IRIS Connect system records video and audio and provides a secure environment for analysis and collaboration. You agree to maintain the security and integrity of the system by:

**3.1.2.1** Refraining from inappropriate sharing of data



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**3.1.2.2 Maintaining system security at all times.** *You may not disclose your password to anyone or allow anyone to use your password to access the system. You may not obtain, attempt to obtain, use or attempt to use the password of anyone else. You are responsible for remembering your account information and password.*

**3.1.2.3 Maintaining appropriate professional confidentiality regarding the videos and other content you have accessed at all times.** *Discussing a data subject's identity or behaviour in the wrong context may be harmful to the individual.*

**3.1.2.4 While the IRIS Connect system does contain a feature to apply anonymisation filters you acknowledge that recorded video may still represent personal data (for example if it is triangulated with other sources to identify an individual). Users must use their own judgement to decide if the anonymisation filters have sufficiently obfuscated data subjects before sharing videos.**

**3.1.2.5 Ensuring that when using the screen capture tool you do not inadvertently capture and share data from another user**

**3.1.3 The IRIS Connect system provides a Student Groups feature to enable Students to access the platform, you agree;**

**3.1.3.1 When using Student Groups to be certain that any data shared is appropriate to the audience**

## 7.0 Data Security & Retention

Recordings can be kept for a maximum of 5 years or until the staff member ceases to be an employee of the Trust at which point they should delete the recordings.

All staff must only use the IT equipment provided by the Trust and its competent IT provider.

## 8.0 Before Recording

### 8.1 Safety

Excerpt from the EULA "3.1.1.2 To make sure recording equipment is positioned so it's visible, safely located and unlikely to record data which is not for the purpose you are using the system or which is not required."

Make sure the recording equipment is safely positioned and is not a trip hazard. Further information on device placement can be found here.

### 8.2 Safeguarding

Make sure to consider if there is anyone who cannot be recorded. There are a number of measures you can take to mitigate this.

If unsure, check with your organisations Data Protection Officer (Judicium)

### 8.3 Inform those being recorded

Excerpt from the EULA: 3.1.1.3 When recording, ensure that anyone that may be recorded is aware that the system is in use and the purpose of recording video and audio.



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### 8.4 Purpose

Before recording ensure the purpose of your recording is inline with the EULA.

Excerpt from the EULA:

3.1.1 You agree that the purpose of the system is professional development, educational research and learning development, consequently you will ensure:

3.1.1.1 That all uploaded content is appropriate and aligned with the purpose.

If unsure, check with your organisation's Data Protection Officer (Judicium)

### 9.0 FAQs

The following FAQs are contained within the IRIS Connect site with a detailed response and should be referred to [Safeguarding FAQs – Support Hub](#):

- [Do I need to update my privacy notice?](#)
- [Do I need consent/permission to record the class?](#)
- [Do I need to tell the pupils that I'm recording?](#)
- [Who can see my recording? / Can the admins see everyone's recording?](#)
- [If I have a concern about any content on the platform what should I do?](#)
- [Who owns my videos?](#)
- [What should I think about from a GDPR and safeguarding point of view before recording?](#)
- [What should I do if I have a pupil who may not be recorded?](#)
- [Can I take my videos/account with me when moving schools?](#)
- [Can I show recordings to pupils for behaviour conversations etc?](#)
- [Are there any data security concerns about using my own device to record?](#)
- [Are there any concerns or considerations for recording pupils in their own homes when using screen capture?](#)
- [Are parents able to view recordings to reference their child's behaviour/reports?](#)
- [Am I really in control of my own recordings?](#)
- [What do I need to do as a customer of IRIS Connect to ensure we are GDPR compliant?](#)
- [Who can I share with?](#)
- [What are the considerations for sharing recordings between organisations?](#)
- [Am I able to download my recordings?](#)
- [Is it legal for a teacher to have a camera in the classroom?](#)



### **Appendix A: Annual Newsletter Communication to Parents/Carers**

#### ***Re. IRIS Connect – Sharing teaching excellence through collaboration***

As a school we are deeply committed to providing the highest quality of education to pupils. In order to do this, we must also provide the best learning experiences for our teachers. We are delighted to announce that we are using 'IRIS Connect', an innovation in teacher professional development to ensure that our teachers have the opportunity to develop to their full potential.

As part of the school's programme, our teachers have access to the IRIS Connect platform which enables them to record their teaching, reflect upon how they can improve, and to share with their colleagues to get feedback and advice. This approach has been shown to improve the quality of mentoring support we can provide and help all our teaching staff. The system being used is completely secure, GDPR compliant and encrypted in the same way as your online banking. The videos themselves may only be shared with education professionals approved by the school and are visible to no one else. The videos recorded will only be used to improve teaching and will remain on the IRIS Connect secure servers. As the process has the potential to record personal information, we have updated our privacy notices for staff and parents and children which may be viewed on our school website. Please let us know if you have any questions or in the event you wish to opt out.