

Video Recording and Observation: Common Questions around Privacy and Video Use

What is a video observation?

A video observation is the process of watching a recorded classroom lesson and providing feedback on that lesson for improvement. With your permission, the WIL assessment team of the Faculty of Education at the NWU, and specifically the student teacher, who has been placed with your child's teacher (who acts as a mentor to the student teacher) may use video observations for self-reflection, peer collaboration, formative coaching, formative as well as summative assessment, or to contribute to a video archive to be shared with other student teachers for training purposes during Work Integrated Learning coursework sessions offered at the North-West University.

Why are video observations helpful?

Video observations empower both student teachers and mentor teachers to do their best at their jobs. Teachers are likely to be able to leverage video to identify particular learner needs, evaluate the effectiveness of a lesson, and be more reflective on their practice. NWU assessors and mentor teachers are freed from time constraints of watching live instruction, can target feedback to specific practices, and can better recognize opportunities for professional development and peer support.

How will my child be involved?

Your child will be present during the recording, but the primary focus of the camera/video recorder will be the student teacher. Class will proceed normally; the recording will not cause distractions or disruptions to the usual routine. Your child's teacher will be in the class the whole time ensuring that the best possible instruction takes place. Your child will not be identified on video without your permission as well as the consent/assent by your child, although in the course of the class they may be referred to by first name. Your child's image can also be blurred by making use of specific software. No data will be collected from your child, and there will be no educational profile or tracking information created for your child as a result of this recording.

Will these videos be released, sold, or used for any other non-educational purpose?

No, the purpose of these videos is to provide high quality feedback to student teachers and for initial teacher training purposes. As such, the videos will only be viewed by the individuals mentioned below, whose sole focus during the recording will be to observe student teachers. Videos will almost never be disseminated to anyone else; if a situation arises (e.g., presentations to educational departments or during conferences) in which that might be necessary, your permission will be sought.

Who will ensure that all privacy stipulations are met?

At your school, a teacher on the school management team (e.g., the Deputy Principal) or a trained mentor teacher fulfils the role and responsibility of a Work Integrated Learning Coordinator. This person has to ensure that all resources, including copies of your child's work, school documentation as well as video and/or audio recordings comply with all policies and that all parental permission and/or consent forms as well as learning consent/assent forms have been obtained. The video/audio recordings will be uploaded to a university learning management system that is secure. At the university, all resources will be checked by the WIL Office Manager to ensure that all ethical stipulations have been met.

Who will have access to the videos, and where will they be stored and for how long?

The videos will be uploaded to the university learning management system which is secure. Only the WIL assessment team at the university, the student teacher's mentor teacher as well as the student teacher himself/herself will have access to the video. The videos will be stored on a password-protected computer in the WIL Office. The videos will be stored for a period of seven years in a video archive where videos can be used for WIL coursework training purposes. After the period of seven years, the videos will be destroyed/deleted from the computer.

What are the benefits for my child?

Over time, video observations will help both student teachers and mentor teachers to specifically identify their individual strengths and areas for growth, resulting in more effective, engaging instruction for your child.

What are the risks for my child?

Video recordings have no significant risks for your child. As the observations are focused on the student teacher, nothing that happens during a recording will reflect on your child. The videos will be safely stored and visible only to a few observers and the student teacher in question.

Parent/Guardian Permission/Consent Form

Learner Name: _____ in Grade _____ at
School name _____

I am the parent/legal guardian of the child named above. I have read and understand the student teacher's programme requirements as outlined in the letter provided with this form, and agree to the following:

(Please check the appropriate box below)

I DO give permission to you to include my child's school work and/or image on video recordings as part of video(s) showing your classroom performance, to be used for the purpose of competence assessment for Work Integrated Learning in the BEd programme. I understand that my child's name and any other personally identifiable information about my child will not appear on any of the submitted materials.

I DO give permission to you to include my child's school work and/or image on video recordings as part of video(s) showing your classroom performance, to be used for the purpose of competence assessment for Work Integrated Learning in the BEd programme. **However, I request that my child's image be blurred** to ensure no recognition. I understand that my child's name and any other personally identifiable information about my child will not appear on any of the submitted materials.

I DO NOT give permission to you to include my child's school work and/or image on video recordings as part of video(s) showing your classroom performance to be used for the purpose of competence assessment for Work Integrated Learning in the BEd programme.

Signature of Parent or Guardian: _____

Date: _____

Video Recording and Resource Requirements for Student Teachers of the Faculty of Education of the North-West University

Video recordings are included in your embedded signature assessments as part of your evidence-based WIL portfolios to add valuable context and richness to the evaluation of your teaching. However, because videos include identifiable images of learners, the creation of WIL video recordings carries significant ethical and legal responsibilities for you. In order to protect the privacy and safety of their learners, parents and guardians are rightfully concerned about videos and photos, especially any that might be used outside the classroom. In addition to video-taping your instruction of learners, you will also be required to collect and submit learner work samples that might be comprised of written work, projects, audio files, and/or additional video recordings. For both legal and ethical reasons, concerns for the privacy and safety must be respected at all times with regard to any potentially identifying information about the learners you are teaching. Doing so will require the following of you:

ENSURE that PERMISSION from Parents/Guardians has been obtained

Parents/guardians must provide consent for their learner to appear in WIL video recordings. Depending on the province, school, district, there may be different ways of satisfying this responsibility: some provinces, districts and schools might already have parental consent that would apply to the WIL video/audio recording. You should work with the school WIL coordinator and your mentor teacher to learn the school procedures. Your WIL tutor can also help you determine the process for obtaining consent in your classroom. If you are not fully informed about this by the beginning of your work integrated learning, or if you have additional questions, it is your responsibility to ask how this requirement needs to be handled.

DETERMINE if there are LEARNERS in your class who cannot appear in video recordings because consent is not in place

Before creating WIL video recordings, you must be sure you know the complete list of learners in the class whose parents/guardians did not grant permission, and you must avoid including those learners in video by positioning the camera so that it does not capture their images. Important note: Non-consenting learners must not be excluded from any portion of the learning activity. You should work with your mentor teacher to understand the school policy for ensuring these learners are not seen in your videos.

PREPARE for and SELECT Video Recordings and other WIL Evidence that will not reveal private student information and DE-IDENTIFY Work Sample Evidence

During the course of video-taping lessons, learners who cannot appear in the video due to lack of the required consent might walk in front of, or accidentally be captured in, a portion of the video recording. You, another teacher, or a peer might state the full name of a student during video-taping. One or more learners might come to school wearing clothing that identifies their school and/or their last name and you do not realize that is the case until after video-taping has occurred. If these or any other circumstances arise that jeopardize the privacy of one or more of your learners, you must exclude such portions of video clips from your WIL submission. Instead, you will need to select one or more video clips that do not include privacy-violating circumstances. In order to further protect the anonymity of the learners who will be included in your video recordings, you **MUST** disable the GPS Locator function on any device that is able to capture such data. In addition, all learner work you submit as part of your assessment evidence, including additional video and audio recording, if applicable, must not contain student last names or other identifying information (address, phone number, town, family-specific information, etc.). This will mean planning your WIL portfolio requirements such that sensitive personal information from your learners is not included.

USE WIL Video Recordings only for WIL submission

No portion of video recordings created as part of your evidence for WIL submission (whether or not included with your submission) can be used for any other personal or professional purpose. In particular, video containing images of your learners must not be posted online, sent to friends and family, or included in your work application portfolio. Your preparation program may seek your explicit, written consent to share the video with them, as part of your completed WIL portfolio, for purposes of program improvement, provided consent for this activity was included in the consent form signed by parents/guardians.

*Anyone suspected of misusing video clips (s) will be reported to the WIL Manager as well as the Deputy Dean: Teaching and Learning and will be held accountable for any sanctions imposed by the NWU. Remember: Once you have shared the video electronically with anyone, you have effectively lost control of it.

DESTROY Video Recordings after confirmation of successful WIL completion

Once you have received your scores from Pearson and received confirmation from your program that you have successfully completed the WIL, all video footage obtained in relation to the WIL must be destroyed. This includes the segments submitted and all video material created as part of your effort to prepare for and complete the WIL. Destruction of video means removal from all devices (cameras, iPads, phones, computers, flash drives, etc.) you used to record and store video images.

Use and reproduction

The WIL resources that you are receiving electronic access to and will be using as part of your evidence-based WIL portfolio are and always remain the exclusive property of the WIL Office of the Faculty of Education of the NWU. You have no right to reproduce in any manner, shape or form any of the WIL resources that you have been granted access to as part of this assessment. The foregoing includes, but is not limited to the following: reproducing, in whole or in part, a hard copy of any WIL resource; electronically sharing, in whole or in part, any WIL resource; posting on any internet site, the whole or part of any WIL resource. You may not loan or give any WIL resources to any person, organisation, or entity not associated with the NWU. These resources include, but are not limited to all documents, training videos, and WIL Handbooks.

I have read the above requirements and agree to follow them in order to protect the confidentiality of my learners to the best of my ability during the completion of the WIL.

Name (printed) _____

Signature _____

Permanent Address: _____

Date _____

Student Teacher Consent

Student Teacher Name and Surname: _____

I have read and understand that my BEd programme requires me to make video recordings in which my image/profile is recorded and that the recording is used for teacher training purposes. I agree to the following:

Please check the appropriate box below.

I DO give permission to include my image on video recordings as part of video(s) showing my classroom performance, to be used for the purpose of competence assessment for Work Integrated Learning in the BEd programme.

I DO give permission to include my image on video recordings as part of video(s) showing my classroom performance, to be used for the purpose of competence assessment for Work Integrated Learning in the BEd programme.

I DO NOT give permission to include my image on video recordings as part of video(s) showing my classroom performance to be used for the purpose of competence assessment for Work Integrated Learning in the BEd programme.

Signature of student teacher: _____

Student number: _____

Year group: _____

Date: _____

Student Teacher Photograph and Video Release Form

I hereby consent to the photographing/videoing of myself and the recording of my voice and the use of these photographs and/or recordings singularly or in conjunction with other photographs and/or recordings for work integrated learning purposes. I understand that the term "photograph" as used herein encompasses both still photographs and motion picture footage. I hereby release the Faculty of Education of the North-West University from all claims of every kind on account of such use. I further agree to use photography/video only for purposes of work integrated learning and/or professional development. I will not post or share video, audio, or pictures, under any circumstances, in any forum or context, except among myself, the Work Integrated Learning Office of the Faculty of Education, mentor teacher and WIL assessors at the NWU. I understand that student teacher to student teacher sharing of video, audio, or pictures may only occur in training or professional settings arranged by the WIL Office of the Faculty of Education of the NWU. I understand that the video, audio, or pictures can only be stored on password protected sites such as Dropbox or Google Drive for the purpose of sharing with aforementioned university personnel.

Student Teacher Name and Surname:

Student Number:

Signature:

Date:

Geagte Hoof en Praktikumkoördineerder

Die Potchefstroomkampus se Werkgeïntegreerde Leer-program (WIL) vir 2018 is as volg:

Semester	Jaarvlak	Datum	Aantal skooldae
Een	3	Maandag, 15 Januarie tot Vrydag, 19 Januarie 2018	5 dae waarneming
	NGOS	Maandag, 15 Januarie tot Vrydag, 26 Januarie 2018	10 dae waarneming
	1, 2, 3, 4, NGOS	Dinsdag, 10 April tot Vrydag, 4 Mei 2018	16 skooldae
Twee	1, 2, 3, 4, NGOS	Dinsdag, 17 Julie tot Vrydag, 3 Augustus 2018	14 skooldae

Bed Grondslagfase – Kontak studente

Semester	Jaarvlak	Datum	Aantal skooldae
Een	GSF 2	Maandag, 5 Maart tot Woensdag, 28 Maart 2018	17 skooldae
	GSF 3	Woensdag, 2 Mei tot Vrydag, 18 Mei 2018	13 skooldae
	GSF 4	Dinsdag, 10 April tot Vrydag, 4 Mei 2018	16 skooldae
Twee	GSF 1	Dinsdag, 17 Julie tot Vrydag, 3 Augustus 2018	14 skooldae
	GSF 2	Maandag, 6 Augustus tot Vrydag, 31 Augustus 2018	18 skooldae
	GSF 3	Maandag, 3 September tot Vrydag, 28 September 2018	19 skooldae
	GSF 4	Dinsdag, 17 Julie tot Vrydag, 3 Augustus 2018	14 skooldae

Die goedgekeurde WIL-program vereis die plasing van onderwysstudente by ERVARE onderwysers asook in die grade soos aangedui (**indien moontlik volgens die skool se beplanning**):

<u>Grondslagfase:</u>	<u>Intermediêre en Senior Fase:</u>	<u>Senior en VOO Fase</u>
Jaarvlak 1 – Graad 2	Jaarvlak 1 – Graad 5	Jaarvlak 1 – Graad 8
Jaarvlak 2 – Graad 3	Jaarvlak 2 – Graad 6	Jaarvlak 2 – Graad 9
Jaarvlak 3 – Graad 1	Jaarvlak 3 – Graad 7	Jaarvlak 3 – Graad 10
Jaarvlak 4 – Graad R en 1 (of soos beskikbaar)	Jaarvlak 4 – Graad 4-7	Jaarvlak 4 – Graad 11
		NGOS – Graad 8-11

Baie dankie vir u vriendelike hulp en ondersteuning aan ons studente gedurende die WIL-tydperke. Ons waardeer die tweede myl wat u bereid is om saam met die Opvoedkunde Fakulteit te stap.

Vriendelike groete

WIL-kantoor

WIL-BESTUURDER
KOÖRDINEERDER
BEd GSF & INT/SNR
BEd SNR/VOO
GR R Diploma

Me Juanita Barnard

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Education Faculty Opvoedkunde Fakulteit

Dear Principal and Practicum coordinator

The Potchefstroom Campus' Work-Integrated Learning Programme (WIL) for 2018 is as follows:

Semester	Year level	Date	Number of school days
One	3	Monday, 15 January to Friday, 19 January 2018	5 days observation
	PGCE	Monday, 15 January to Friday, 26 January 2018	10 days observation
	1, 2, 3, 4, PGCE	Tuesday, 10 April to Friday, 4 May 2018	16 school days
Two	1, 2, 3, 4, PGCE	Tuesday, 17 July to Friday, 3 August 2018	14 school days

Bed Foundation Phase – Contact students

Semester	Year level	Date	Number of school days
One	GSF 2	Monday, 5 March to Wednesday, 28 March 2018	17 school days
	GSF 3	Wednesday, 2 May to Friday, 18 May 2018	13 school days
	GSF 4	Tuesday, 10 April to Friday, 4 May 2018	16 school days
Two	GSF 1	Tuesday, 17 July to Friday, 3 August 2018	14 school days
	GSF 2	Monday, 6 August to Friday, 31 August 2018	18 school days
	GSF 3	Monday, 3 September to Friday, 28 September 2018	19 school days
	GSF 4	Tuesday, 17 July to Friday, 3 August 2018	14 school days

The approved WIL programme requires that teaching students are placed with experienced educators as well as in the grades as indicated (**only if possible considering the school's planning**):

<u>Foundation Phase:</u>	<u>Intermediate and Senior Phase:</u>	<u>Senior and FET Phase</u>
Year level 1 – Grade 2	Year level 1 – Grade 5	Year level 1 – Grade 8
Year level 2 – Grade 3	Year level 2 – Grade 6	Year level 2 – Grade 9
Year level 3 – Grade 1	Year level 3 – Grade 7	Year level 3 – Grade 10
Year level 4 – Grade R and 1 (or as available)	Year level 4 – Grade 4 - 7	Year level 4 – Grade 11
		PGCE – Grade 8 - 11

Thank you for your friendly assistance and support to our students during WIL. We appreciate the extra mile you're willing to walk with the Faculty of Education Sciences.

Kind regards

WIL Office

WIL-MANAGER
COORDINATOR
BEd PF & INT/SNR
BEd SNR/FET
GR R Diploma

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DATUM / DATE:							
SKOOLNAAM / SCHOOL NAME:							
EMIS NOMMER / NUMBER:							
KWINTIEL / QUINTILE:	Q1	Q2	Q3	Q4	Q5	ONAFHANKLIK INDEPENDENT	
ONDERRIGTAAL / TEACHING LANGUAGE:	AFR	ENG	STW	ANDER / OTHER			
TAALMEDIUM / LANGUAGE MEDIUM:	ENKEL / SINGLE		PARALLEL		DUAL		
NWU SKOOLNR / NWU SCHOOL NR:		PP	LS	PLS	LHS	HS	PLHS
DORP / TOWN:							
PROVINSIE / PROVINCE:							
SKOOLHOOF / PRINCIPAL:							
KONTAKBESONDERHEDE / CONTACT DETAILS:							
EPOSADRES / EMAIL ADDRESS:							
POSADRES / POSTAL ADDRESS						KODE / CODE	
STRAATADRES / STREET ADDRESS:						KODE / CODE	
PRAKTIKUMKOÖRDINEERDER / PRACTIKUM COORDINATOR:							
KONTAKBESONDERHEDE / CONTACT DETAILS:							
EPOSADRES / EMAIL:							

2018 OPNAME / SURVEY

Dui asb. die aantal NWU-studente wat u skool bereid is om te akkommodeer in die verskillende vakke aan. /

Please indicate how many NWU students your school can accommodate in the different subjects.

LAERSKOOL / PRIMARY SCHOOL

Gr R	Gr 1	Gr 2	Gr 3	VAK SUBJECT	Gr 4	VAK SUBJECT	Gr 5	VAK SUBJECT	Gr 6	VAK SUBJECT	Gr 7	TOTAAL TOTAL:
				AFR		AFR		AFR		AFR		INT/SNR TOTAAL TOTAL:
GSF TOTAAL FP TOTAL:				ENG		ENG		ENG		ENG		
				STW		STW		STW		STW		
				WISK / MATH								
				NWT / NST		NWT / NST		NWT / NST		NW / NS		
				SW / SS								
				LV / LS		LV / LS		LV / LS		TEG / TECH		
										EBW / EMS		
										LO		
										KK / AC		

HOËRSKOOL / HIGH SCHOOL

VAK SUBJECT	Gr 8	Gr 9	VAK SUBJECT	Gr 10	Gr 11	VAK SUBJECT	Gr 10	Gr 11	TOTAAL TOTAL:
AFR			AFR			TEG E / TECH E			
ENG			ENG			IGO / EGD			
STW			STW			GEO			
WISK / MATH			WISK / MATH			GESK / HIST			
NW / NS			WISK G / MATH L			IT			
SW / SS			LO			LW / LS			
TEG / TECH			REK / ACC			TEG M / TECH M			
EBW / EMS			BST			MUS			
LO			TEG S / TECH C			FW / PS			
KK / AC			RTT / CAT			TOER / TOUR			
			VB / CS			VIS K / VIS A			
			EKO / ECO						

Totale aantal NWU-studente wat u skool bereid is om te akkommodeer vir 2018

Total number of NWU students that the school can accommodate for 2018:

Is u skool beskikbaar vir dosentebesok t.o.v. lesassessering? JA NEE
 Can lecturers visit the school with regards to lesson assessment? YES NO

Kan u skool koshuisverblyf aan studente verskaf tydens WIL? JA NEE
 Is hostel accommodation available to students during WIL? YES NO

Handtekening / Signature