

1. Privacy week - Video Recording Update – Child Safety

Turn off incoming student video

Before recording a lesson or meeting with a student in Teams, there is the ability to stop incoming video. This means that when a recording starts it will not include any form of video feed from the student. It will include audio comments if these are made.

Before you click “start recording” click “Turn off incoming video”.

It does not mean that student video feeds are stopped. If the video feed is on, the other participants in the meeting / lesson will still be able to see the video streams that are occurring and what is going on. It simply means that students’ video streams will not appear in the recording.

By protocol, when a lesson starts, ensure all video from participants is turned off and if a video is occurring, that the blur functionality is used. This is just a safeguard against video being recorded in a meeting / lesson and the capability of all participants in reviewing this at a later date.

If you are to use video at any point, make sure you give the direction for the student to turn the on and then off the camera. During the lesson, while you have the meeting open for students to join, please keep your video off and just use voice unless you need to share your screen.

Remember to end the meeting rather than hanging up!

