

- Before filming in classrooms and schools, inform and obtain consent from school management, teachers, pupils and their parents/guardians.
- Use written consent forms specifying copyrights and portrait rights involved during capture, editing, storage and distribution of all images.
- During capture,
 - place persons who do not want to be filmed behind the camera and
 - avoid filming people in ways they might find uncomfortable.
- Save video files on separate removable disks.
- Never upload video files, unless written consent was obtained from the school leaders, teachers, pupils and/or parents/guardians involved specifying for which purposes and in which situations the images concerned may be used.
- Use and distribute classroom video only for purposes of teacher development.

Box 9. 2 Guarding privacy

*Underlying chapters and sections in **Using Video to Develop Teaching**:*

7. The production of classroom video

Privacy