IRIS Connect

School Leadership Guide
1.1 Introduction
This IRIS Connect School Leadership Guide aims to support your Leadership Team develop an IRIS Connect Action Plan to best suit the needs of your school.

It is designed to support you to ensure that IRIS Connect is aligned to your strategic plan and fully embedded within your school’s approach to Professional Development.
1.2 Planning Phase

This 3 step model can be used for the implementation of IRIS Connect in your school:

- **Step 1 - Goal** - this is your school’s vision for the use of IRIS Connect and how it will support Professional Development and School Improvement. Your goal will be appropriate for your school and be consistent with the school’s strategic plan.

- **Step 2 - Planning & Review/Managing embedding IRIS Connect** – this involves the Leadership Team understanding the potential of the technology and identifying how it aligns to the School’s Strategic Plan to ensure a planned approach across systems, networks, support and project development.

- **Step 3 - Implementation/Collaboration** – this includes identifying the school resources and support that will be made available from the school for the duration of your project. It involves, for example, ensuring that your school can network with other schools and organisations to share ideas and resources.

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**Step 1**
Goal: What is your school aiming to achieve with IRIS Connect?

**Step 2**
Planning & Review: Which element of the School Strategic Plan will be the key focus?

**Step 3**
Implementation: What support and resources will be available to support the adoption of IRIS Connect?
1.3 Getting Started with IRIS Connect – the Implement Phase

To get started with IRIS Connect, follow this sequence of events to ensure the relevant teams are briefed and trained at the appropriate stages.

**Stage 1** *Conduct a meeting* with the Leadership Team, at the school site (where possible) to make key decisions about the focus of the implementation and the members of staff to be involved in the project. More details about this meeting can be found on page 6.

**Stage 2** *Complete the Planner* on page 37. Your main strategy has been decided on and confirmed, and the planner completed - see example on page 36.

**Stage 3** Complete the *Pre-Installation Form*. The link to this form has been included in the Welcome Pack, but can also be found here: https://podio.com/webforms/2091100/144723. This form will ensure the school’s network infrastructure and computer systems meet the IRIS Connect minimum requirements (these are available on pages 13-14). When the form has been approved by ELECTROBOARD, the necessary equipment will be dispatched to the school site with installation instructions (see page 15). ELECTROBOARD will schedule a phone meeting with the IT Manager to ensure the installation has been successful and the software has been deployed.

**Stage 4** When ELECTROBOARD and the school are satisfied that the equipment is functioning as expected, a training date will be confirmed by the regional Education Consultant, to *train your IRIS Connect Champions*, and the assigned Administrator. Details of these roles can be found on page 9. This training will include information about the storage of data and the User Agreement (see page 22-32).

**Stage 5** Following the initial training, the school will be able to access the *timetable of training* made available by ELECTROBOARD – this ongoing commitment will include training webinars, on-demand training videos and opportunities to be a part of the growing National IRIS Connect Community which meet over Video Conference, once a term. Dates for the forthcoming National IRIS Connect Community Forum can be found on page 33.

The Calendar of events and training package details will be made available on the project portal: http://www.ttedsc.edu.au/Pages/default.aspx

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1.4 Leadership Team Meeting

Initial Meeting

The purpose of this meeting is to establish an action plan to support your implementation of IRIS Connect.

The AIS NBNEESS Program will ask schools to consider the release of video of some of their more experienced practitioners to use as resources for the overall project and the benefit of all.

The school’s planning team* will need to provide a focus strand from the school’s strategic plan which will form the basis of the IRIS Connect implementation. This in turn, will support meeting the NBNEESS program’s requirements.

ELECTROBOARD will provide on-going support to schools in the form of:

- Face-to-face consultations (for schools within a 100KM radius of the ELECTROBOARD office)
- Online Training (webinars)
- ‘How to’ videos
- Community Forums using Video Conferencing
- Access to the ELECTROBOARD Service Help Desk

* e.g. the Principal, Professional Development Manager, IT Manager, Faculty or Stage Leads

The purpose of the meeting will also be to decide which of the following scenarios your school will be engaged with.
1.5 Possible Implementation Scenarios

These scenarios describe 4 different ways that IRIS Connect can be implemented with the AIS project. At the Leadership Team Meeting, we will also discuss a Termly Planner (see example on page 36) to assist you to work with your school and with ELECTROBOARD.

Scenario 1 – 2 Year Whole School Implementation Model

IRIS Connect is fully embedded as a central part of the professional development program.

- Individual teacher reflection
- Communities of practice

Users: All members of staff

Key Indicators:

- Whole school adoption
- Staff meetings begin with an IRIS Connect video – snippets of lessons demonstrating modelled practice
- There is support and collaboration between colleagues – teachers are able to take part in contextualised learning conversations
- There is collaboration and sharing of content with other local schools to have an insight into practice elsewhere
- Experts are remotely coaching teachers providing time-stamped, contextualised feedback in observations

Scenario 2 – Consultancy Model

IRIS Connect is used to share and model snippets of best practice to enhance the quality of teaching programs. There is a key strategic focus

- Key staff members create Shared Library of best practice

Users: All members of staff

Key Indicators:

- Communities of practice are established and aim to develop a library of successful pedagogy
- Sharing ‘what works’ within the learning community to disseminate best practice
- Videos are used as a reference point rather than a tool for observation
- Collaboration is encouraged by sharing videos, giving online feedback and using the Tools and Instruments to target professional development goals
Scenario 3 – Faculty/Stage Led Model

IRIS Connect is used to undertake classroom observations to provide a realistic overview of current classroom practices

Users: Whole Faculty/Grade/Stage

Key Indicators:

- Every licensed faculty/stage member reflects on their practice at least once a term (or otherwise depending on protocols established at school level)
- Staff members decide whether to share their video or simply use it for the purpose of self-reflection
- Head of Department/Team leaders identifies examples of best practice to demonstrate the implementation of particular strategies.
- Best practice videos are stored in the Shared Library to be viewed by colleagues in order to enhance their own practice

Scenario 4 – Administration or Compliance Focus

IRIS Connect is used as a support mechanism for providing contextualised training videos

Users: Whole School

Key Indicators:

- Key member of staff records procedural events and stores the videos in the Shared Library e.g. ICT Training, Compliance Training such as OH&S, Marking the Roll
- All licensed members of staff access videos as ‘reminders of how to complete processes/procedures’
- Other members of staff record meetings for reflections surrounding time management and efficiency

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<tr>
<th>Number of schools in group</th>
<th>Length of time with camera</th>
<th>Suggested scenario</th>
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<td>1</td>
<td>2 years</td>
<td>Consultancy Model</td>
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<tr>
<td>2</td>
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<td>4</td>
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<td>Administration Focus</td>
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Sample School Strategy

IRIS Champions:
The first cohort of users trained to use IRIS Connect by an ELECTROBOARD Education Consultant. These users will be responsible for the dissemination of training to other members of staff at the school.

Location Administrator:
Person responsible for the creation, amendment, deletion, suspension and management of the user accounts at your Location.
Appendices
2.1 What is IRIS Connect?

IRIS Connect is a video-based system that empowers teachers to reflect on, analyse and share lessons.

Uniquely, IRIS Connect was designed following many years of educational research and experience to deliver effective continued Professional Development that will impact on student outcomes. Through its exclusive blending of remote video cameras, on-line tools and cloud-based communities of practice it ensures:

- Powerful lesson observations
- Meaningful coaching and mentoring
- Focused self-reflection
- Purposeful teacher learning communities
- School wide improvement

IRIS Connect unlocks a school’s collective capacity and supports the development of an open culture rich in professional capital. The system allows schools to work together to deliver practical teaching and learning support which is purposeful, reflective, authentic and contextualised.

The cloud-based system and mobile camera technology enables teachers to securely capture, view and share practice. Going beyond simply video, the observational tools enable users to give and receive contextualised feedback by applying time linked written, audio or video notes. The additional use of forms, instruments and reports provide a greater insight and support a rich contextualised dialogue around practice.

By enabling immediate feedback and reflective comments tagged to moments in the lesson, the need to rely on memory is eliminated. This immediacy and contextualisation of feedback impacts the rate of change and improvement significantly.
“Collaboration, including teachers working together to prepare lessons and assessments, classroom observation and constructive feedback is standard practice in high-performing education systems... Teachers learn from each other.”

Michele Bruniges,  

**Director-General of the NSW Department of Education and Communities**

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“IRIS Connect has reinforced the autonomy of our teachers, it’s given them the power... professional dignity and respect of their practices”

Cathy Anderson,  

**Principal Chifley College, Mount Druitt Sydney**

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“IRIS Connect provides teachers an opportunity to reflect upon their own teaching practice, with or without guidance, as per professional teaching standards... It also creates a wide angled view over learners and learning happening in a classroom. Observing how learning takes place significantly improves the quality of teaching.”

John Meng,  

**Head Teacher, Mathematics & LOTE, Rooty Hill High School**

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“Effective changes to teacher quality need to consider the real contexts of each individual school - opportunities for individual reflection and sharing allows continued real growth in a positive, collegial atmosphere that fits into busy time frames and existing school goals.”

Melissa Sharman,  

**Highly Accomplished Teacher, Blacktown Boys' High School**

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“When I first used IRIS Connect and it’s remote in-ear coaching facility I felt like a carpenter discovering powertools for the first time.”

Mike Fleetham,  

**Education Consultant**
2.2 FAQs: What IRIS Connect means for a Network Manager

What is IRIS Connect?

IRIS Connect is a web enabled video application and teacher community that enables teachers to reflect, analyse and share their lessons. IRIS Connect is hosted on a secure cloud-based server which ensures video security, avoids storage problems and allows access to videos from anywhere at any time.

What IRIS Connect means for a Network Manager?

- Video observations are made much easier to manage by avoiding the issues you may have previously faced in terms of filming, storing, editing and making video usable.
- There will be set-up and installation requirements, which our technical support team will help you with.
- Once the camera is set up on the schools network, and a teacher has scheduled an observation it is as simple as plug and play.
- It is great if you can help your teachers in the initial stages of implementation.

What is the hardware and software?

360 degree PTZ IP Network Camera
Integrated Wireless Microphones
In-ear coaching tools

Video are securely uploaded to teachers personal accounts
Tools & instruments to objective reflect on and analyse practice
Ability to share with colleagues within a secure community

Secure web-based software:

Our cloud-based software enables teachers to collaborate around genuine practice by creating a permission based, sustainable approach to sharing and discussing lessons.
Live View – Requirements

What are the Internet Connection requirements?
• We recommend a minimum of 4-5MB upload speed
• The Live View system will create a file of about 450mb for a 1hour lesson, which will upload in around 30 mins at the above speed

What are the network / wireless requirements?
• Connection: Wired preferred – the camera cannot handle a drop in bandwidth
• Connection: Wireless: We currently do NOT recommend Wireless infrastructure:
• Bandwidth: 1-2MB/sec (easily managed by modern 100MB networks)
• Bandwidth: The Live View video feed does not leave your network

How much storage does the system require?
• Video is stored locally (location specified by you), before being uploaded to our servers. Once uploaded and tested the video should be deleted
• IRIS Connect is cloud based and therefore is managed entirely offsite

What physical infrastructure does IRIS Connect need?
• Each classroom that the IRIS Live View Camera will be used in needs a fixed network point and power socket
• If your school only has one network point at the front of the classroom we recommend using ethernet over power adapters to allow you to use the camera in the ideal position

What are the PC software requirements?
• Microsoft Windows XP/Vista/7
• Internet Explorer 7 +
• Javascript
• IRIS Recording Software
• Flash Player 10+

What are the recommended hardware minimums?
• Sound card
• 1+ GB of system memory
• 5 GB available space for video recording
• 2 GHz 32-bit (x86) CPU

Remote Coaching- Requires External IP Setup
• The camera can be set up to enable remote access for remote coaching and cross school collaboration. Please let us know if you are setting up the camera in this way

Installation of software
• MSI’s are available – download this from the Web Platform’s ‘Dashboard’ page

What if I need support?

The IRIS Connect technical support team is available Monday – Friday, 8.30am - 5.30pm.

Phone: 1800 060 636 Email: servicehelpdesk@electroboard.com.au
2.3 Camera setup instructions

These instructions are designed to help you get the camera system set up on an IP address within your own network.

During a live observation the computer that you use is connected to our web application and has a direct connection to the camera over your local network. This means that you have to make sure the computer has access to the web server over the internet, has some local software installed and that you have provided the correct network address to the web application so that it can instruct the computer where to look for the camera.

**Step 1: Make sure that the web application can be contacted by your computer**

To work correctly you need to make sure that the computer you are using has access to the web application. You will need to ensure that ports 443 (https), 80 (http) and 1935 are open and that the following domains and URLs are allowed by your internet service provider / local authority filter.

- aus-cloudstream.irisconnect.com
- s23cnu57jo9gim.cloudfront.net
- aus-form-upload.irisconnect.com
- s3-ap-southeast-2.amazonaws.com
- irisconnect-aus-uploads.s3.amazonaws.com
- aus.irisconnect.com
- chat.irisconnect.com
- aus-stream.irisconnect.com

**Step 2: Set-up your computer**

Log in to the administrative account that has been set up for your location, at: https://aus.irisconnect.com/. If you have not received an email with your activation details or are unaware of whom this e-mail has been sent to, please contact our support team.

Once you have activated your administrative account, please download and run the software ‘IRISConnectFullC.msi’ from the ‘Dashboard’ area of the web application (see image P16)

This software enables your computer to:

1) Interface with the camera system over your network

2) Creates a folder (c:/irisconnect/recordings/) for the video recordings to be stored before upload. If you wish to set up a recording folder somewhere other than c:/irisconnect/recordings/ then please edit the ‘Save video’ field in the ‘Edit location’ area of your ‘Admin’ tab on the web application.
Once you are happy that the software has installed correctly, please go to the ‘Dashboard’ tab of your online account and check that your computer has been set up correctly. The General Requirements and Live View Requirements should all be set to ‘Passed’.

**Step 3: Install the camera on your network**

To make sure that our web based software gives your computer the correct local network address for the camera you need to make sure that this address is consistently the same every time that the camera is plugged into the network. The easiest way to do this is to create an IP address reservation on your DHCP server for the MAC address of the camera (address is located on the bottom of the camera, starting 00-40). You can test to see if the reservation has worked by plugging the camera into your network and pinging the IP address. Another way to test this is to open Internet Explorer and browse to the IP address (you should be prompted for a user name and password). Please make sure that you enter the IP address as an exception to the proxy server in your group policy or in ‘Tools’ and then ‘Internet Options’ in your browser. Further System Installation Instructions can be found on Page 18.

If you cannot reserve IP addresses via DHCP on your server then it is possible to set the camera up with a static IP address.

Once you have set up the camera with an IP address on your network then please go to the ‘Admin’ tab of your account on the web application, click on ‘Hardware’ and then ‘Edit’ next to the details of the camera that you wish to configure. The connection method for the camera should be set to IP and there is a box for you to enter the IP address that you have given the camera.
Step 4: Testing

To test the system please:

1: Log into your account for the web application at https://aus.irisconnect.com/

2: Go to the ‘Observations’ tab and click on ‘Schedule a live observation’.

3: Select ‘I want to observe myself’, call the observation ‘Test’, click on next and schedule the observation to start from the current time and lasting for 10 minutes.

4: Once you have clicked on ‘Schedule self-observation’ you will be taken to the ‘Observations’ tab, click on the ‘Upcoming’ tab. The observation that you have just scheduled should appear and be highlighted in green. Click on the ‘Start’ button and you will be taken to the live observation interface.

5: You should see the live image from the camera displayed in the top left corner of your screen. Please click on the ‘Start Recording’ button and make few time linked notes by typing in the box on the right hand side of the screen and clicking on ‘Add comment’. Leave the system recording for a couple of minutes and then click the ‘Stop Recording’ button followed by ‘End live observation’.

6: From the Observations tab, click on the Library tab. Navigate to the Details button, and click on ‘Upload video’. Browse to the save location of the recording, select the video and click on Open. Once the video has been associated with the observation, you will be prompted to close the Browse Window. Navigate back to the ‘Library’ tab in the ‘Observations’ page where after a short time, the Status of the Observation will change from Uploaded to Encoding. Once the video has encoded and the status is set to stream, the video is ready for review. The length of time the encoding takes will vary depending on the file size and the local upload speeds.

7. When you are ready to review the recording, please log into your account and go to the ‘Library’ section of the ‘Observations’ tab where you should see the observation that you created. If you click on ‘Review’ you will be taken to the revision interface.

Here you should see your video playing back in the window where previously you had the live video stream. The notes that you created during the live observation should be displayed on the commentary time line to the right.

Step 5: Book training session

Once you have completed all of the above steps and you are satisfied that the system is working correctly the training session will be confirmed with your local ELECTROBOARD Education Consultant.
2.4 System Installation Instructions

I.E Exceptions via Group Policy

1. Click start
2. Type gpmc.msc into the run bar
3. Right click the Group Policy you want to use to deploy the policy (please make sure all IRIS Connect users are part of this GP)

4. Right-click the GPO, and then select Edit.

Group Policy Management Editor opens, and displays the current contents of the policy object.

5. In the navigation pane, open User Configuration\Policies\Windows Settings\Internet Explorer Maintenance\Connection\Proxy Settings\Exceptions. (Exceptions = please type in the full local address of the camera.) Please see example below.
Adding Trusted Sites Via Group Policy

1. Click start

2. Type gpmc.msc into the run bar

3. Right click the Group Policy you want to use to deploy the policy (please make sure all IRIS Connect users are part of this GP)

4. Right-click the GPO, and then select Edit. Group Policy Management Editor opens, and displays the current contents of the policy object.

5. In the navigation pane, open User Configuration\Policies\Administrative Templates\Windows Components\Internet Explorer\Internet Control Panel\Security Page. Now in the right hand pane please click Site to Zone Assignment List.

6. If not enabled, please do this now. Click show\add, please add with the below details.
Installing IRIS Connect Software via Group Policy

1. Click start

2. Type gpmc.msc into the run bar

3. Right click the GP you want to deploy the software (please make sure all IRIS Connect users are part of this GP) and click Edit.

4. Open the computer configuration – policies – software, as shown below.

5. Please download the IRIS Connect .msi from the dashboard page of the web platform. Click here to login: https://aus.irisconnect.com. You should have received an activation email for your account - please contact us if you are unable to access your account

6. Once you have downloaded the .msi package please drag and drop it into software installations.

7. The below pop-up box will now be displayed; please select assigned and click OK.
DHCP – MAC Reservation

1. Click Start
2. Type DHCP into the run bar
3. Click on DHCP server – Ipv4\Scope\Reservation, right click reservations as shown below.

4. Please complete the details for the new reservation:
   1. Reservation name: please type in a name for the reservation (this can be anything you like)
   2. I.P address: please type a free I.P address in your range.
   3. MAC address: You can locate this on the bottom of the camera starting 00408C..
   4. Description: Give a brief description and choose both under ‘Supported
2.5 End-User Location Agreement

IRIS Connect: Location and user Agreements:
The use of IRIS Connect application requires two agreements to be in place. Between IRIS Connect and
• A nominated Location Administrator ("Senior Member of School Staff") agrees to ‘Location Administrator Licence Agreement’ by adopting that role in the system.
• Users at the Location agree to a ‘End User Licence Agreement’

IRIS Connect: Location Administrator Agreement (Location EULA):
The monitoring, recording, holding and processing of images of distinguishable individuals constitutes personal data. This Code of Practice is consequently intended to ensure that in its use of IRIS Connect is compliant with local laws. IRIS Connect Users in constant material breach the following code of practice may have their IRIS Connect service suspended with immediate effect.

1. Scope:
• Responsibility for managing IRIS Connect within the Location Organisation and for monitoring implementation of this Code of Practice rests with the nominated Location Administrator.
• For the purpose of the data protection act the Location Organisation are nominated as a data controller.

2. Location Administrator Account:
By using the Location Administrator account you agree that you are authorised and subject to the following on behalf of the Location Organisation(s):
• You will be solely responsible for the creation/amendment/deletion/suspension & management of the user accounts at your Location.
• Organisation to use the IRIS Connect system.
• You are required to monitor the usage of the system and ensure that usage complies with IRIS Connect End-User (EULA).
• If a leaving user chooses to give viewing rights to the Location (therefore you as Location Administrator) – you will be bound by the EULA as if those observations are your own.

3. Acceptable Use:
• You agree to use the IRIS Connect system for the purpose of continuing professional development / reflective practice
• You agree that the IRIS Connect camera hardware will be used in conjunction with the online scheduling tool which allows users to request and accept observations. It is vital that users follow this process as it ensures that the observed professional:
  • has agreed to the observation
  • knows when the observation is happening
  • knows the purpose of the observation
  • knows if a recording will be made
  • knows how long the recording will be stored and who will have access to it
• You will review your local legal framework and ensure it allows your organisation to use video for professional development purposes. This means appropriate legal permissions
from trainees/ clients / customers / end users of your service if their image is likely to be recorded by the IRIS Connect system. If not, it is advisable to inform relevant parties that IRIS Connect will be in use within the location and seek to amend the agreements accordingly.

- If observations are likely to involve minors you will conduct a check as to whether any parents / guardians have opted their child out of an activities involving video.

- You will ensure that everyone involved in an observation will be informed verbally by the IRIS Connect user at the start of an IRIS observation that the camera is in use and that the video may be recorded for training and professional development purposes.

- You will ensure that observed parties are empowered to turn off the camera system at any time during an observation and know how to do this.

4. Managing Sharing of Video: Group Library & Communities:

- You will be solely responsible for the management and monitoring of the group library for their location. Users can flag contents of the group library at any time. Location Administrators have the ability to review and delete flagged videos.

- While the Location Organisation holds the copyright the recorded video, you hereby agree to allow IRIS Connect sufficient access to the data to enable the overall data management architecture and the storage of offsite data on our secure server.

- You also agree to delegate certain data processing rights to users at your location. The observed professional has the right to decide which videos to upload, how long they will be stored for, when they will be deleted and which other users will have access to them.

- Disclosures: You agree that 3rd party disclosures will not normally be allowed however if a request is made in writing to the Location Administrator for access local laws may require you to release footage for purposes such as crime prevention or the investigation of a serious incident. Unless dictated by law you will only grant 3rd party access to video in a supervised fashion on the Location Organisation site.

5. Image quality and location of cameras:

- IRIS Connect uses high quality video, audio and has PTZ (pan tilt zoom) capabilities. As such all users of the system must be aware that this has the potential to be invasive if not used appropriately. It is the responsibility of the Location Administrator to ensure that IRIS Connect is used appropriately.

- Cameras should be placed in accordance with the safety guidelines outlined in the User Guide.

6. Dissemination of images for training purposes:

The IRIS web application (https://aus.IRISconnect.com) is a secure server for the selective sharing of training videos. Role based log in and high level encryption ensure that the videos are secure and only shared with those who have a direct and expressed entitlement to see them. As such https://aus.IRISconnect.com represents the safest and most controllable location for training videos. If the Location Organisation chooses to manage and store their videos locally either on their own network or on a portable media device you agree to indemnify IRIS Connect Ltd and associated business partners from any claim arising from the loss or misuse of video data.

7. Subscription fees and payment:

- These are the responsibility of the Location Organisation to renew the subscription please contact your IRIS Connect Approved Partner at the end of your term.
8. Amendments to EULA:

- IRIS Connect may, in its sole discretion, amend the LOCATION EULA from time to time. If the LOCATION EULA is amended, you will be asked to review the amended LOCATION EULA when you log into your Account, and to indicate and confirm your acceptance of the amended LOCATION EULA by clicking the "ACCEPT" and/or "CONFIRMED" buttons.
- If the amendment alters a material term of the LOCATION EULA that is unacceptable to you, you may, as your sole and exclusive remedy, terminate the LOCATION EULA and close your Account as described in the termination section below.

9. Termination and suspension of account:

- If an account is terminated you will be able to access the system for a period of 60 days following the termination to download any video the Location Organisation wish to retain.
- IRIS Connect does not guarantee that it will continue to offer access to the System or support the system. IRIS Connect may cease to provide any or all of the services offered in connection with IRIS Connect (including access to the System and any or all features or components of the system), terminate the LOCATION EULA, close all Accounts and cancel all of the rights granted to you under the LOCATION EULA. IRIS Connect may communicate such termination to you upon 30 days notice in any of the following manners: (i) when you log into your Account; (ii) in a notice on IRIS Connect's website; (iii) via electronic mail; or (iv) in another manner that IRIS Connect deems suitable to inform you of the termination. If IRIS Connect terminates the LOCATION EULA pursuant to this section, IRIS Connect will seek to reimburse your subscription on a pro-rata basis.
- Without limiting IRIS Connect’s rights or remedies, IRIS Connect may immediately, and without notice, discontinue or suspend access to the System through your Account in the event of (i) a breach of the LOCATION EULA by you or any user under your Account; or (ii) unauthorised access to the System or use of the system by you or any user under your Account. IRIS Connect have no obligation to reimburse the Location Organisation on a pro rata basis for a suspended account.
- Termination of LOCATION EULA
IRIS Connect may terminate the LOCATION EULA, close your Account, and cancel all rights granted to you under the LOCATION EULA if:

- your Location fails to pay the subscription fee when due;
- IRIS Connect is unable to verify or authenticate any information you provide;
- you or anyone using any of your Account materially breaches the LOCATION EULA, makes any unauthorized use of the System or Software, or infringes the rights of IRIS Connect or any third party; or
- IRIS Connect becomes aware of uses under your Account that is deemed, at IRIS Connect’s discretion, inappropriate or in violation of the Rules of Conduct. Such termination shall be effective upon notice transmitted via electronic mail, or any other means reasonably calculated to reach you

- You may terminate the LOCATION EULA with regard to your Account at any time, upon notice to IRIS Connect via electronic mail. You will not receive a refund of prepaid subscription fees in the event of such termination.
- If an amendment alters a material term of the LOCATION EULA that is unacceptable to you, you may, as your sole and exclusive remedy, terminate the LOCATION EULA and close your Accounts by: (a) clicking the "DECLINE" button when you are prompted to review and agree to the amended LOCATION EULA; or (b) notifying IRIS Connect via electronic mail within thirty (30) days after the amended LOCATION EULA was communicated to you, provided that you have not clicked the "ACCEPT" button, accessed the System during that period. Your notice must state: (i) that you do not agree to the amended LOCATION EULA, specifically describing the amendment(s) with which you disagree, and request IRIS Connect
to close your Account. IRIS Connect will seek to reimburse your subscription on a pro-rata basis. If you click "ACCEPT" or otherwise continue to access the System, you shall be deemed to have accepted the amended LOCATION EULA and waive your rights to terminate under this section.

- If for any reason the LOCATION EULA is terminated with regard to your Account, that Account will be closed, upon which all rights granted to you under the LOCATION EULA shall terminate with regard to the closed Account, and you must discontinue your use of the Software, and you may not access the System any closed Account, and all the attributes of the Accounts.
- Users whose Accounts have been closed may not access the System in any manner or for any reason, including through any other Account, without the express written permission of IRIS CONNECT. Users of active accounts may not knowingly allow former users whose Accounts have been closed to use the active user's Accounts.

10. Personal Information:
- IRIS CONNECT may (and you hereby expressly authorise IRIS CONNECT to) disclose information about you to law enforcement officers, as IRIS CONNECT, in its sole discretion, deem necessary or appropriate to investigate or resolve possible crimes or to respond to judicial, regulatory, agency or similar inquiries.
- IRIS CONNECT may monitor usage of the System to gather statistical information that it may disclose to third parties. IRIS CONNECT may also contact you using the information you provided to, for example, provide technical support, respond to user inquiries and provide adoption support.

11. Licence:
- Subject to the terms of the LOCATION EULA, IRIS Connect grants you a limited, non-exclusive, revocable license to use the Software and its accompanying documentation solely in connection with accessing the System.
- Upon establishing a valid Account, and subject to your continued compliance with the LOCATION EULA, IRIS Connect grants you a limited, non-exclusive, revocable license to access the System.
- Any and all rights not expressly granted by IRIS Connect and IRIS Connect herein are reserved, and no license, permission or right of access or use not granted expressly herein shall be implied.
- You may not intercept for any purpose information accessible through the System. You may not access the System or upload, download or use information accessible through the System, other than as permitted by the LOCATION EULA.
- You may not copy (except as set forth above), distribute, rent, lease, loan, modify or create derivative works of, adapt, translate, perform, display, sublicense or transfer the Software or any documentation accompanying the Software.
- You may not reverse engineer, disassemble or decompile, or attempt to reverse engineer or derive source code from, all or any portion of the Software, or from any information accessible through the System (including, without limitation, data packets transmitted to and from the System over the Internet), or anything incorporated therein, or analyse, decipher, "sniff" or derive code (or attempt to do any of the foregoing) from any packet stream transmitted to or from the System, whether encrypted or not, or permit any third party to do any of the same, and you hereby expressly waive any legal rights you may have to do so. If the Software and/or the System contain license management technology, you may not circumvent or disable that technology.
12. Proprietary Rights:

- As between you and IRIS Connect, IRIS Connect is the sole and exclusive owner of the Software & System. The Software & System are protected by law governing copyrights, trademarks and other proprietary rights. IRIS Connect reserves all rights not expressly granted herein.

- The System is comprised of, without limitation, software code, programs, routines, subroutines, objects, files, data, video, text, content, layout, design and other information downloaded from and accessible through the System (collectively, the "IRIS Connect"). IRIS Connect, its affiliates, licensors and/or suppliers retain all of their right, title and interest (including without limitation all intellectual property rights) in and to the Software & System, and no rights thereto are transferred to you, except for the limited license granted above.

- All videos created through your account, are the sole and exclusive property of your Location Organisation, including any and all copyrights and intellectual property rights in or to any and all of the same, all of which are hereby expressly reserved.

- The System may allow you to communicate information, such as by sharing video & comments text, audio & video to group libraries (collectively, "User Content").

- User Content that you cause to be communicated to the System may not (i) violate any statute, rule, regulation or law; (ii) infringe or violate the intellectual property, proprietary, privacy or publicity rights of any third party; (iii) be defamatory, indecent, obscene, child pornographic or harmful to minors; or (iv) contain any viruses, Trojan horses, disabling code, worms, time bombs, "clear GIFs," cancelbots or other computer programming or routines that are intended to, or which in fact, damage, detrimentally interfere with, monitor, intercept or expropriate any data, information, packets or personal information.

- IRIS Connect may take any action it deems appropriate regarding any User Content, if IRIS Connect believes, in its sole discretion, that such User Content violates the LOCATION EULA or may expose IRIS Connect, its licensors and/or its suppliers to liability, damage IRIS Connect’s relationship with any of its suppliers, licensors, ISPs or other users of IRIS Connect, harm anyone or IRIS Connect’s reputation or goodwill.

- Violation of IRIS Connect’s proprietary rights is a material breach of the LOCATION EULA, in the event of which IRIS Connect may suspend your Account, terminate the LOCATION EULA and take whatever additional action IRIS Connect and deems appropriate under the circumstance. The foregoing is without prejudice to or waiver of any and all of IRIS Connect’s other rights and remedies, all of which are expressly reserved, survive termination, and are cumulative.

13. No Warranties:

- The Software & System, and all other services and material provided in connection therewith, are provided "AS IS," with all faults, and without warranty of any kind. You assume all risk of use and all risk associated with accessing and using the system.

- IRIS Connect disclaims all warranties, whether express or implied, including without limitation the warranties of merchantability, fitness for particular purpose and non-infringement. IRIS Connect does not warrant that the operation of the System or your access to the System, or that your use of the Software, will be uninterrupted or error-free, nor that the System or Software will be compatible with your hardware and software.

- While IRIS Connect attempts to have the System available at most times, IRIS Connect does not guarantee that the System will always be available, or that the System will not become unavailable during use. The System may become unavailable for a number of reasons, including without limitation during the performance of maintenance to the System, for the implementation of new software, for emergency situations and due to equipment or telecommunications failures.
14. Disclaimer of Damages:

- In no event shall IRIS Connect, its affiliates, licensors or suppliers be liable to you or to any third party for any special, indirect, incidental, consequential, punitive or exemplary damages (including without limitation, lost profits or lost data), arising out of or in connection with your Account, the System, Software, User Content, LOCATION EULA, or any other services or materials provided in connection therewith, whether based on warranty, contract, tort or any other legal theory, and whether or not IRIS Connect is advised of the possibility of such damages, and even if any stated remedy fails of its essential purpose.

15. Limitation of Liability:

- Except as set forth below, IRIS Connect and IRIS Connect’s maximum liability for any and all claims arising out of or in connection with your Account, the Software, User Content, LOCATION EULA, and any other services or materials provided in connection therewith, shall not exceed an amount equal to the value of your remaining subscription fees.
- In the event of a material breach of IRIS Connect and IRIS Connect’s obligations to provide access to and use of your Account, the System, or User Content, your sole and exclusive remedy shall be a refund of any pre-paid subscription fees attributable to the period during which you were denied such access and use.
- If any of the foregoing disclaimers or limitations of liability are declared to be void or unenforceable, then IRIS Connect’s liability shall be limited to the maximum extent permissible under applicable law. The remedies set forth herein are exclusive and in lieu of all other remedies, oral or written, express or implied.

16. Indemnity:

- You shall defend, indemnify and hold harmless IRIS Connect and its affiliates, licensors and suppliers, and their respective employees, contractors, officers and directors, from any and all claims, loss, damages and demands, including reasonable legal fees, arising out of: (i) your use or misuse of the Software; (ii) your access to the System; (iii) any activities conducted through your Account (whether by you or another person).

17. Governing law:

- The LOCATION EULA, and the rights and obligations of the parties hereto, shall be governed and construed by and in accordance with the laws of the England & Wales. The LOCATION EULA shall not be governed by the United Nations Convention on Contracts for the International Sale of Goods.
- The sole and exclusive forum for resolving any controversy, dispute or claim arising out of or relating to the LOCATION EULA, or otherwise relating to any rights in, access to or use of the Software, System, User Content and/or the rights and obligations of the parties hereto, shall be the English Court.

18. Miscellaneous:

- If any part of the LOCATION EULA is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties expressed in the LOCATION EULA, and the remaining portions shall remain in full force and effect.
- You shall comply with all applicable laws regarding your access to and use of the System, use of the Software, your access to your Account. Without limiting the foregoing, you may not download, use or otherwise export or re-export any part of the information accessible through the System or the Software except in full compliance with all applicable laws and regulations.
• Except as otherwise provided herein, you may not assign or transfer the LOCATION EULA or your rights there under, and any attempt to do so is void. The LOCATION EULA, including the Rules of Conduct and the subscription fees and payment terms as referenced therein, as each may be amended by IRIS Connect and IRIS Connect from time to time, sets forth the entire understanding and agreement between IRIS Connect and you with respect to the subject matter hereof. Except as provided above, or in a writing signed by both parties, the LOCATION EULA may not be modified or amended. No distributor, agent or employee of IRIS Connect is authorized to make any modifications or additions to the LOCATION EULA.

• All notices to IRIS Connect required or permitted by the LOCATION EULA shall be by electronic mail at support@IRISconnect.co.uk, unless stated otherwise in the LOCATION EULA.
2.6 End User-Licence Agreement (EULA)

1. Requirements to use IRIS Connect:
   - To use IRIS Connect you must: comply with the EULA.

2. Your Account:
   - Will be created by the Location Administrator.
   - Your Location Administrator has agreed to the following:
     - To act as the Data Controller and manage access requests to the video data.
     - To keep your video data secure it will only be made available to 3rd parties (such as the police) as part of criminal investigation or other serious incidents.
     - To ensure that only approved users within your location have access to the system or video data.
     - To use IRIS Connect as a training and professional development tool, not as a surveillance system.
     - To ensure that the use of IRIS Connect is governed by the permissioning tools built into the system.
     - You always have the right to switch off the IRIS Connect camera system, even if this is in the middle of an observation, either by the camera’s network or power connection.
     - To use the scheduling tool within the IRIS Connect web application which means you will always:
       - Have agreed to the observation.
       - Know when the observation is happening.
       - Know the purpose of the observation.
       - Know if a recording will be made.
       - Know how long the recording will be stored and decide who will have access to it.
       - Have the ability to delete your observational videos.
     - When you are being observed, you will inform those around you that the IRIS Connect camera is present in the room for the purpose of training and professional development, the fact that it can record both video and audio, and the purpose that the data from the video will be used for.
     - When observing or commenting on other teacher’s lessons via the web interface, to ensure that your activities are constructive, sensitive and developmental.
   - You will be e-mailed a Username & Password when your account is created. You may not disclose your Password to anyone or allow anyone to use your Password to access the System. You are responsible for maintaining the confidentiality of your Password and for any damage, harm etc. resulting from your disclosure, or allowing the disclosure, of any Password, or from use by any person of your Password. 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.
   - You may not obtain, attempt to obtain, use or attempt to use the login name of anyone else.

3. Account Transfer:
   - As the per your standard employment contract the copyright of material generated in your location remains the property of your location and therefore you will not be able to transfer
your recording to another location. However, your location administrator has agreed to delegate certain rights to observed professionals. You have the right to decide which videos get uploaded to the system, how long they are stored for when they are deleted and who as access to them.

4. Subscription Fees:

- These are the responsibility of the Location Administrator nominated for your location.

5. Amendments to the EULA:

- IRIS Connect may, in its sole discretion, amend the EULA from time to time. If the EULA is amended, you will be asked to review the amended EULA when you log into your Account, and to indicate and confirm your acceptance of the amended EULA by clicking the "ACCEPT".
- If the amendment alters a material term of the EULA that is unacceptable to you, you may, as your sole and exclusive remedy, terminate the EULA and close your Account as described in the termination section below.

6. Termination and Suspension:

- The provision of this service is regulated by a primary contract between IRIS Connect and your location. This does not imply a secondary contract with you the end user. IRIS Connect’s primary contract includes clauses which may result in a suspension or removal of your locations account. In this event we will provide all users with 30 days’ notice of a suspension of service after which we may cease to provide any or all of the services offered in connection with IRIS Connect (including access to the System and any or all features or components of the system), terminate the EULA, close all Accounts and cancel all of the rights granted to you under the EULA. If IRIS Connect terminates the EULA pursuant to this section, end users are not entitled to claim a refund of the prepaid subscription fees.
- Your continued access to the System and license is subject to proper conduct. Without limiting IRIS Connect prohibits the following practices that IRIS Connect has determined detract from the overall user experience of the users using the system:
  i) Bullying of other users
  ii) Inappropriate sharing of data
  iii) Not taking sufficient care of sensitive data
  iv) Not using the system in a sensitive and developmental fashion
  v) The use of profanity or explicit language
  vi) Posting of deliberately misleading or false information

- IRIS CONNECT may (and you hereby expressly authorise IRIS CONNECT to) disclose information about you to law enforcement officers such as IRIS CONNECT, in its sole discretion, deems necessary or appropriate to investigate or resolve possible crimes or to respond to judicial, regulatory, agency or similar inquiries.
- IRIS CONNECT may monitor usage of the System to gather statistical information that it may disclose to third parties. IRIS CONNECT may also contact you using the information you provided to, for example, provide technical support, respond to user inquiries, transmit questionnaires and offer products and services.

7. Licence:

- Subject to the terms of the EULA, IRIS Connect grants you a limited, non-exclusive, revocable license to use the Software and its accompanying documentation solely in connection with accessing the System.
- Upon establishing a valid Account, and subject to your continued compliance with the EULA, IRIS Connect grants you a limited, non-exclusive, revocable license to access the System.
Any and all rights not expressly granted by IRIS Connect herein are reserved, and no license, permission or right of access or use not granted expressly herein shall be implied. You may not intercept for any purpose information accessible through the System. You may not access the System or upload, download or use information accessible through the System, other than as permitted by the EULA.

You may not copy (except as set forth above), distribute, rent, lease, loan, modify or create derivative works of, adapt, translate, perform, display, sublicense or transfer the Software or any documentation accompanying the Software.

You may not reverse engineer, disassemble or decompile, or attempt to reverse engineer or derive source code from, all or any portion of the Software, or from any information accessible through the System (including, without limitation, data packets transmitted to and from the System over the Internet), or anything incorporated therein, or analyse, decipher, "sniff" or derive code (or attempt to do any of the foregoing) from any packet stream transmitted to or from the System, whether encrypted or not, or permit any third party to do any of the same, and you hereby expressly waive any legal rights you may have to do so. If the Software and/or the System contain license management technology, you may not circumvent or disable that technology.

8. Proprietary Rights:

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The videos created through your account, are the sole and exclusive property of your location, including any and all copyrights and intellectual property rights in or to any and all of the same, all of which are hereby expressly reserved.

The System may allow you to communicate information, such as by sharing video & comments text, audio & video to group libraries (collectively, "User Content"). User Content that you cause to be communicated to the System may not (i) violate any statute, rule, regulation or law; (ii) infringe or violate the intellectual property, proprietary, privacy or publicity rights of any third party; (iii) be defamatory, indecent, obscene, pornographic or harmful to minors; or (iv) contain any viruses, Trojan horses, disabling code, worms, time bombs, "clear GIFs," cancelbots or other computer programming or routines that are intended to, or which in fact, damage, detrimentally interfere with, monitor, intercept or expropriate any data, information, packets or personal information.

IRIS Connect may take any action it deems appropriate regarding any User Content, if IRIS Connect believes, in its sole discretion, that such User Content violates the EULA or may expose IRIS Connect, its licensors and/or its suppliers to liability, damage IRIS Connect’s relationship with any of its suppliers, licensors, ISPs or other users of IRIS Connect, harm anyone or harm IRIS Connect’s reputation or goodwill.

Violation of IRIS Connect’s proprietary rights is a material breach of the EULA, in the event of which IRIS Connect may suspend your Account, terminate the EULA and take whatever additional action IRIS Connect deems appropriate under the circumstance. The foregoing is without prejudice to or waiver of any and all of IRIS Connect’s other rights and remedies, all of which are expressly reserved, survive termination, and are cumulative.
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9. Limitation of liability:

You shall defend, indemnify and hold harmless IRIS Connect and its affiliates, licensors and suppliers, and their respective employees, contractors, officers and directors, from any and all claims, loss, damages and demands, including reasonable attorneys’ fees, arising out of: (i) your use or misuse of the Software; (ii) your access to the System; (iii) any activities conducted through your Account (whether by you or another person); (iv) any activities conducted by other users of the system or your location administrator.
2.7 National IRIS Connect Community Forum dates

The National IRIS Connect Community Forum is a professional learning community that uses Video Conferencing technology to bring together a range of IRIS Connect users, from the early adopters to the newer and prospective. This is a valuable opportunity to discover how IRIS Connect is being used around the country, to share ideas and experiences, and draw on the expert knowledge of our guest speaker. It is also a great opportunity for colleagues to demonstrate their application of IRIS Connect, share resources and ask questions.

Registrations for the National IRIS Connect Community Forum can be completed here:

2.8 Web based resources

1. ELECTROBOARD Solutions

See, Share, Shape the Future education resources website.


2. IRIS Connect

http://www.irisconnect.co.uk/

3. Chifley College, Mount Druitt – Video Case Study

http://www.youtube.com/watch?v=4zL9gTKJtCU

4. Case Study – Chifley College, First Australian School to implement IRIS Connect


5. ‘Going Beyond CPD to develop outstanding Teaching and Learning’ – this White Paper moves the discussion from the importance of effective PD for individual teachers to the importance of collaboration


6. AITSL – Australian Charter for the Professional Learning of Teachers and School Leaders


7. Perspectives on Educational leadership – Rethinking School’s Leaders’ Decision Making, a Place for Action Research

Australian Frameworks:

1. Essential Learnings and Standards (Years 1-9) [http://www.qsa.qld.edu.au/574.html](http://www.qsa.qld.edu.au/574.html)

2. Quality teaching in NSW public schools coding scale overview
   [https://connectingbhseg.wikispaces.com/file/view/coding+scale+overview.pdf](https://connectingbhseg.wikispaces.com/file/view/coding+scale+overview.pdf)

3. South Australian Teaching for Effective Learning Detailed Framework

Further Reading:


The 4 Disciplines of Execution, [Chris McChesney and Sean Covey](https://connectingbhseg.wikispaces.com/file/view/coding+scale+overview.pdf)

Contact us:

**ELECTROBOARD Solutions** 02 9433 4444

**AV Helpdesk** 1800 060 636

**Email** [sales@electroboard.com.au](mailto:sales@electroboard.com.au)
### 2.9 Example IRIS Connect Termly Planner

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An Example IRIS Connect Termly Planner
### 3.0 Blank iRIS Connect Termly Planner

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**iRIS Connect Termly Planner**
## 4.0 Checklist

- Sign and return the Rental Agreement and Direct Debit Form
- Complete and return the Dedicated IP Address Form
- Complete the Pre-installation Form *(See Stage 3, Page 5)*
- Complete the Termly Planner with your local Education Consultant *(See Page 6)*
- Receive delivery of Live View Development Kit
- IT Administrator to complete the Live View Development Kit setup and install on the network *(See Page 15)*
- ELECTROBOARD Helpdesk to commission Live View Development Kit
- ELECTROBOARD Education Consultant to schedule training date *(See Page 9)*