

Protocols for Zoom at St Agnes CE Primary School

Information and Expectations

We at St Agnes wish to make pupils' home learning more interactive and connected! The invitation to parents for each Zoom session and the password will be sent (separately) by the school to the email address/phone number held on our records via ParentMail.

Here are some ground rules for online learning in order to comply with our Safeguarding and Data Protection Policies and legislation.

Teacher guide and protocol for using Zoom

Safeguarding

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and the Safeguarding Team.

Online teaching should follow the same principles as set out in the code of conduct.

Schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Organisation

Below are some things to consider when delivering virtual lessons/video conferencing, especially where webcams or phones are involved:

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to gate keep and check content and comments.
- 1:1 video conferencing is strictly prohibited – On no occasion should staff make or take video calls with pupils.
- When using Zoom, staff should be present/ logged into the call at all times.
- Video calls through Zoom will only take place at the agreed scheduled times. Zoom sessions with pupils outside of these times is prohibited.
- Suitable clothing should be worn by the teacher and other adults and the school Code of Conduct Policy still applies.
- Language and behaviour must be professional and appropriate.
- Staff should record the length, time, date and attendance of any sessions held.
- Staff should ensure they are working from a suitable area
- Staff should ensure that once all children are within the meeting, the meeting will be locked so that no other members can join.



- Staff will remove any participants who are not following these guidelines.
- The meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.

The links below provides further information about Zoom should you require it.

<https://www.littledayout.com/2020/03/31/parents-students-guide-how-to-use-zoom/>

Zoom basics

<https://www.youtube.com/channel/UC9BqPtCcSyHvQsbl2rumM4w>

Parent Zoom Acceptable Use Policy

In order to create a safe environment for pupils and staff when taking part in Zoom sessions, the following must be observed:

- By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree and consent to the terms set out in this document.
- The child's login name should be their first name and just the initial letter of their surname. Zoom is not intended for use by individuals under the age of 16 unless it is through a school subscriber.
- Zoom is only to be accessed by a device in a communal family space.
- A parent or carer must be present with the child during the session. Other members of the household should not be visible or audible.
- Everyone present must dress in appropriate clothing and use appropriate language.
- It should be supervised by an adult to deal with any technical difficulties.
- The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
- Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
- The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy.
- The Zoom meeting will be locked by teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with meeting ID.
- For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
- Parents should not interact with the session but may contact the teacher after the session if there are any questions or concerns.
- Parents should ensure that the pupils are aware of the Pupil expectations set out below.

Pupils

- Lastly the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.



- Pupils should be dressed appropriately in front of a suitable background.
- Pupils should be aware that the session is being recorded and that they should behave sensibly, using polite language.
- Pupils should be aware that their voices will sometimes be muted and at other times they will be invited to speak.

We are looking forward to working with the children via Zoom. This is a new experience for all concerned and we hope to work together with our families to make a success of it.