Parent and Pupil Zoom Acceptable Use

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

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Zoom is only to be accessed by a device in a communal family space.
3. Please try to ensure the space used is a quiet area with little or no background noise, so that they can focus. Please consider the background where your child is sitting.
4. It should always be supervised by an adult.
5. Pupils should be dressed appropriately.
6. When joining the meeting, the teacher will mute all participants initially- please wait until you are asked to unmute.
7. Be respectful to others.
8. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
9. Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
10. The Zoom meeting may be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy.
11. The Zoom meeting will be locked by the 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. This is for safeguarding reasons.
12. 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.
13. The same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to end a pupil’s participation. If the member of staff has any concerns regarding behaviour, they will remind the pupil how to behave. If the behaviour continues, the member of staff may decide to end the session. The member of staff will speak to the parent to discuss behaviour.
14. Please ensure you enter the meeting with your child’s name, so we can identify them while they are in the waiting room.
15. Please do not let your child use the chat function unless they have been asked to use it by the teacher. Children should not write comments unless given instruction.