



'Living life to the full'

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL VIRTUAL LEARNING INFORMATION AND PARENT AND PUPIL ZOOM ACCEPTABLE USE POLICY

To support our children in their next phase of remote learning at St Joseph's Catholic Primary School, our teachers will begin using Zoom in week beginning 25th January 2021. It will only be used for introductions to some lessons not all.

What is Zoom?

Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats. Teachers will be able to conduct online learning and share Power Points and teaching aids to support learning.

Scheduling of Lessons:

Parents and children will be able to see which lessons they are due to take part as a zoom invitation will be received the day before the zoom lesson.

Rules for pupils, parents and others in the household:

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

- By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document;
- You must not give meeting details to others. You must direct other parents to school; the meeting ID is to remain confidential and not to be shared to anyone that it was not designated to;
- Zoom is only to be accessed by a device in a communal family space;
- It should ideally be supervised by adult to deal with any technical difficulties;
- Staff and children must wear suitable clothing, as should anyone else in the household;
- Recording, photos or screenshots of the Zoom meeting are not allowed by participants;
- Devices must show your child's name on the screen – so that they are easily identifiable by the teacher;
- The Zoom meeting may be recorded by the hosting teacher and stored in line with the school GDPR 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;
- Language must be professional and appropriate, including any family members in the background;
- Follow the instructions and rules of the teacher during the zoom lessons. These will include permission to speak to peers and the teachers during the lesson. Your teacher will explain how it will work at the beginning of your lesson, with reminders;
- To have read our zoom rules and signed & returned the consent form to school prior to the zoom session. The teacher will not allow a pupil to join the session if consent has not been submitted to school;
- 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.

Please read the following statements carefully. Signing this form confirms your agreement with these statements.

- I give consent for my child to take part in remote lessons provided by school.
- I confirm that I am happy to use Zoom as the online platform.
- I confirm that I will organise a suitable location at home for my child to access the lessons.
- I agree to follow the rules for parents, and I will support my child to follow the rules for pupils during the remote lessons.
- I understand that I must amend the name on my device to my child's name.
- I understand that if the rules for parents or pupils are broken, the lesson for my child could be ended immediately.
- I understand that if this consent form is not signed and returned to school then my child will not be allowed to access the session.
- I understand that the sessions may be recorded for safeguarding purposes.

Name of pupil:.....

Year group: **Pupil's signature:**.....

Name of parent/carer giving consent:.....

Signature of parent/carer giving consent:.....

Date:.....