

ACCEPTABLE USE OF VIDEO CONFERENCING OUTSIDE OF SCHOOL HOURS

This policy has arisen from the increased popularity of video conferencing during the COVID-19 pandemic.

Students are choosing to use this as a way to keep in touch with friends outside of school hours. Some are doing so using their KLZ student login details. Therefore, in addition to the general standards that we all must all adhere to when communicating with others online, special care must be taken when doing so using school logins.

St Nicholas students are representatives of the school community and are committed to upholding the highest standards. This policy has been written by a group of Year 11 students.

1. I will ensure that I have the permission of a parent or carer before using video conferencing platforms such as Zoom, TEAMS or FaceTime.
2. I will keep my user name and password safe and not share it with others.
3. I will use respectful and appropriate language at all times. I will treat others as I would wish to be treated.
4. I will ensure that I am dressed appropriately when video conferencing.
5. I will use positive language – this should be a positive way of communicating.
6. I will try to call from a quiet and appropriate place – ideally where there are not too many people moving around or making background noise.
7. I will continue to be diligent with regard to *stranger danger* online. I will not enter into conversations with people I do not know.
8. I will not share my personal information with anyone whilst video conferencing.
9. I will call people at acceptable hours – not early in the morning or late at night.
10. I will not call or enter into online chat with teachers or TAs outside of school hours, without prior consent.
11. I will not share these conferences with anyone without the permission of the other parties, including the taking of screenshots.
12. I am committed to calling out any incidents of online bullying, intimidation or harassment.
13. I will immediately report any unpleasant or inappropriate activity or anything that makes me feel uncomfortable.
14. I understand that school has the right to take action against individuals involved in incidents of inappropriate behaviour.
15. I understand that if I fail to comply with this *Acceptable Use Policy*, I may have my access to my school email account and logins disabled.

Date: 11 January 2021