



### Zoom Acceptable Use Guide - Spring 2021

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

#### Parents

1. By accepting the Zoom meeting ID and joining the session, as the person with parental responsibility, you agree to the terms set out in this document.
2. The meeting ID is to remain confidential and not to be shared with anybody else.
3. Zoom is only to be accessed by a device in a communal family space. Please identify a suitable location for your child to use for the video lesson, for example a living room or dining area. Bedrooms should not be used.
4. Parents should ensure that as far as possible distractions are removed and there is quiet.
5. The session should ideally be supervised by an adult, to manage any technical difficulties.
6. Parents are responsible for ensuring that the privacy of other family members is maintained during video sessions.

#### Teachers

1. **The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy.**
2. All Zoom meetings will be observed by one additional member of staff (SLT or support staff/teaching assistant), to ensure the safety of all participants.
3. It is each class teacher's responsibility to arrange the above observation/additional member of staff.
4. For participants, some Zoom facilities may be disabled by the host teacher. This includes, but is not limited to, the screen record function, chat and screen share.
5. In settings, they should ensure that they only allow people to join if they have a passcode, that people can only join once admitted by the host, and that participants are not able to join before the host.
6. Teachers will only use this application (Zoom) with their school provided email and laptop/iPad.
7. Teachers will share the meeting link only on the class story/page (Class Dojo), attaching a copy of this document each time and reiterating that the session will be recorded.
8. Teachers will keep a record of every online session (date, time and length).
9. Teachers must conduct sessions in a professional manner, including being suitably attired during online sessions and ensuring they are broadcast from an appropriate location.
10. Where possible, video cameras should be used against a neutral background, with the light source directed towards the instructor's face.
11. At the end of a session the teacher must advise all students to leave the session and when all students have left, the teacher can then end the video conferencing session and terminate the meeting.

#### Pupils

1. Attendees can have their camera on (should they wish to), but microphones should be muted, unless directed otherwise by the teacher.
2. Pupils must be suitably dressed and ready to learn/participate.
3. Attendees must respect their teacher, fellow learners and themselves by doing their best just as they would in class.
4. Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
5. Any pupil arriving late to the meeting will not be able to gain access, even with meeting ID.
6. If pupils have any worries or concerns about something that has happened to them online, they must speak to their parents or contact a trusted adult at school.
7. 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.