



## Zoom Home/School Agreement

By accessing any school Zoom meeting, you are agreeing to the measures outlined below: In order to create a safe environment for pupils and staff when taking part in Zoom conference sessions, the following considerations must be observed:

### Staff

- Two members of staff will run each Zoom session.
- The Zoom meeting will be recorded by the hosting teacher and stored inline with the school GDPR and ICT policy.
- A Waiting Room should be opened. 'Chat' should be disabled. The meeting should be locked after all anticipated participants have signed in.
- 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
- Pupils should be reminded at the start of the session that it is being recorded and that they must use polite language when asked to join in.
- A log should be kept of the date, time, duration and pupils present during the session.
- Staff should wear suitable clothing. Other members of their household should not be visible or audible. The background scene should be appropriate.
- Staff must use appropriate, professional language.
- Any Safeguarding concerns should be raised with the Designated Lead. The session should be stopped if there are immediate concerns.

### Parents

- By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
- Parents consent to the Zoom sessions being recorded by the school and agree not to make any recordings of the session.
- 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 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
- The content of each session is confidential
- A parent must be present with the child during the session. Other members of the household should not be visible or audible.



- Parents must dress in appropriate clothing and use appropriate language.
- 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**

- Pupils should not access the meeting without parent supervision
- Pupils should not have access to the meeting ID and password
- 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.
- Zoom is only to be accessed by a device in a communal family space
- 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. Examples of behaviour which may result in removal from the group include, but are not limited to; swearing, inappropriate or rude comments, unkind comments, inappropriate actions.

