



Lanchester E.P. (Cont.) Primary School



A Caring Community Where All Can Flourish

Zoom Policy

Aim : To maintain contact between home and school as well as for the children to have contact with each other as a class during school closure.

The following policy outlines the expectations of staff and parents/carers and pupils regarding Zoom conferences. All Zoom meetings will be recorded for safeguarding purposes. The recorded meetings will not be shared unless requested by relevant authorities.

This policy will be shared with parents/carers of children taking part in any Zoom calls arranged by the school. By accessing the link sent to parent/carer email addresses around 30 minutes before the call is scheduled to take place, parents acknowledge that they accept the school's Zoom policy and that they are giving permission for their child to take part in the call.

Staff

- To inform and share information to parents/carers regarding the time, date and conference details to allow access via text message or email.
- Calls will never be shared with pupils without parent involvement.
- Lead teacher to be in control of meeting settings.
- Lead teacher to accept children to video conference via the 'waiting room'.
- Lead teachers to dress appropriately and use appropriate language as expected in school.
- Meeting details and passwords to only be shared with those who have given permission for their child and accepted the school policy.
- Two members of staff will be involved with all video calls.

To protect Parents/Carers and Pupils:

- By accessing the link sent to parent/carer email addresses around 30 minutes before the call is scheduled to take place, parents/carers acknowledge that they accept the school's Zoom policy and that they are giving permission for their child to take part in the call.
- Do not create or use an existing Zoom account for your child, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from Lanchester E.P. Primary School, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We will always make sure that there are two adults on the video call and we would like parents to be alongside when our call takes place.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.
- All pupils to dress appropriately and use appropriate language as expected in school. Furthermore, pupils are to address peers as they would in school.
- Pupils to not share personal information, take photos, screenshots, or share email addresses during video conferences.
- If necessary, lead teachers will remove pupils for disruptive or unacceptable behaviours during conferences.
- It is the responsibility of parents/carers to supervise logging on.
- Parents/carers and pupils to not share meeting details and passwords with others. If parents/carers misplace or forget log in details, please ask school for a reminder and these will happily be given.