**FOURFIELDS COMMUNITY PRIMARY SCHOOL**

**PROTOCOL FOR ZOOM**

**Zoom sessions:**

**Important disclaimer:** By accessing the zoom meeting, you are agreeing to share your personal information and data within a controlled school group. You are also agreeing to the terms of use below.

Meeting IDs will be sent to parents via Seeaw.

The 9-digit number is the passcode you need to access the session.

Please be aware that the following apply to live sessions:

- A grown up must oversee their child/ren on the zoom meeting
- Switch the settings to have microphones and videos off when joining a session.
- Sessions are **NOT** to be recorded by parents or pupils.
- During sessions, screen shots using the device or other devices are strictly **NOT** allowed.
- Ensure the host (Teacher) is in control of who can control the screen.
- Learn how to mute and unmute, including video screens.
- Be conscious of background environments and others in the room.
- Staff will have a school lanyard on during the meeting
- No 1:1 lessons should take place, groups only.
- Staff and pupils will wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.
- Please note if you are late for the session, you can still join.

All sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely on the school server and removed in compliance with our GDPR policy for data retention.

The Zoom page will be password protected. You will need the details via Seesaw to parents for the username; the password will be the same as the passcode for the session. Please opt out of the video option if you do not want your child to be videoed and posted during the session.

Children should only sign on using their first name only.

Helpful tips for pupil's success using Zoom:

- Make sure you are muted when not talking
- Be yourself and respect others – Think about what you are going to say.
- Ask questions using chat function or put your hand up using the hand feature if wanting to ask a question live
- Use reactions to engage with your class
- Think before you write

- Any behaviour deemed not appropriate, pupils will be warned once then the next time removed from the chatroom.
- Focus on what is being taught or said, rather than distracting others.
- Make sure the adult you see has a school lanyard on