



Pupil, Parent & Carer Zoom AUP

Adopted Date: **25/01/2021**

Review Date: **25/01/2022**

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



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

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Zoom is only to be accessed by a device in a communal family space.
3. It should ideally be supervised by adult to deal with any technical difficulties.
4. Attendees should be dressed appropriately.
5. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
6. Recording, photos or screenshots of the Zoom meeting are not allowed by anyone attending/viewing the session.
7. The meeting will be attended by two members of school staff.
8. The Zoom meeting may be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy if all participants have given consent.
9. The Zoom meeting will be locked by teachers 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with the meeting ID.
10. For participants some Zoom facilities will be disabled by the host teacher. This may include but is not limited to the screen record function, chat and screen share.
11. 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.
12. If the staff are concerned about a child's behaviour or the images seen on screen the school reserves the right to safeguard all children and remove that participant from the call.
13. Any recordings of the meeting which are shared with pupils on Tapestry may not be downloaded and shared anywhere else.
14. Zoom is an internet-based hosting site and relies on an effective broadband connection, whilst we will strive to ensure that Zoom meetings occur on time, if we lose connection we will attempt to establish it again as soon as possible.