



Newbridge School

Use of Zoom during COVID-19

Policy Date: June 2020

Reviewed: October 2020

New Review due: June 2022

Responsible person: Wendy Mercer

Newbridge School are using the Zoom online platform for safe and wellbeing checks and for class meetings held by school staff. The invitation to parents for each Zoom session and the password will be sent (separately) by the school to the email address accounts set up through G-Mail.

Here are some ground rules for online learning in order to comply with our Safeguarding and Data Protection Policies and legislation.

Staff

- Two members of staff (minimum) will run each Zoom session.
- The sessions must be recorded. A Waiting Room should be opened. 'Chat' should be disabled. The meeting should be locked after all anticipated participants have signed in.
- 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

- Parents consent to the Zoom sessions being recorded by the school and agree not to make any recordings of the session.
- 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.
- The content of each session is confidential as are the password and invitation codes.
- A parent must be present (if possible) 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 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.
- If pupils use inappropriate language or begin to behave poorly, the class staff have the right to remove the pupil from the Zoom and not permit their re-entry to the meeting. A phone call to the parents/carers would follow the Zoom meeting to discuss the pupils behaviour and their removal.

DRAFT