WORK TOGETHER, AIM HIGH, SHINE BRIGHT

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Zoom Protocol for Parents and Children

Dear Parents & Carers,

Over the coming week we want to introduce the use of Zoom for the children, so that they can connect with each other as well as their teachers. Initially, this will be informal so that the children are able to interact socially with each other to support mental health and wellbeing. The use of Zoom will be a journey, as it has been with Seesaw, and eventually we hope to be able to use it to provide teaching and learning as well as social interaction.

Before we set up the first meetings later this week, it is important that we have some clear guidelines in place for teachers, and parents as well as the children.

Acceptable Use Protocol

- Zoom meeting links will be sent to you within a Seesaw notification.
- All Zoom meetings will be attended by two members of staff.
- Zoom meetings for each class will be scheduled at staggered times for families with children in different groups.
- To make the Zoom meetings more secure, teachers will always use the waiting room feature ensuring the meeting can be accessed only by authorised participants. If required, teachers have the ability to remove unwanted participants and lock the meeting.
- For the children, 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.
- Staff will keep a log of all the Zoom meetings they have organised including length, time, date and attendance.

Parents & Children

- By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the protocols set out in this document.
- Once you go online to join the Zoom meeting, you will be placed in a virtual waiting room and teachers will allow access. Make sure your family name is recognisable otherwise you may not be admitted.
- Zoom is only to be accessed by a device in a communal family space (not a bedroom).
- Sessions must be supervised by an adult nearby to deal with any technical difficulties.
- Attendees should be dressed appropriately.
- The meeting ID is to remain confidential and not to be shared with anyone.
- When children enter the meeting, their video must be on with a solid wall behind them or a cleared / virtual background. The microphone should be muted (staff may do this) until the children are requested to turn it on to speak.
- Please let people in your household know you are in a meeting so they don't interrupt or say/wear something inappropriate that could be overheard/seen.
- Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
- 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.

  The link below provides further information about features in Zoom should you require it.
  https://www.littledayout.com/2020/03/31/parents-students-guide-how-to-use-zoom

I do hope that this provides another fun element to home learning, and once again we thank you for your support and patience in these difficult times.
Mrs. J. E Fish