

St. Monica's RC Primary School

Protocol for Zoom Meetings

We have been really pleased with the work sent from the children but we recognise that this is a long time for them to be away from their friends. With this in mind, the teachers would like to organise sessions for the children to meet virtually via Zoom and see each other and have a 'catch up' session with their teacher. We expect all children to take part for their mental health and well-being. In order for these meetings to work, we have attached a Protocol for Zoom below. Please read this information and talk with your child about Zoom before attending a session. Your class teacher will be in touch to let you know when your meetings will be. Invitations to the meetings will usually be sent via class dojo.

Children in school will be present at the zoom meetings and will be seen by the children at home. If you do not wish your child to be seen by their class friends on zoom, please contact school by Thursday 4th February 2021.

Protocols for parents

Parents must not use Face Book to sign in to Zoom but to use the link and password provided by school.

To ensure that all staff and children are safeguarded when using Zoom, we ask that the following guidance is followed:

By accepting the invitation, the parents are agreeing to the following terms of use:

- That they (the parent/guardian) are acting as the responsible adult for the duration of the meeting.
- That they (the parent/guardian) are giving consent for their child to participate in the meeting.
- An adult must be present with the child at all times.
- Parents must NOT share the invitation/password for each meeting with anybody else.
- Computers need to be on 5 to 10 minutes before the session starts, when users should be able to enter the virtual waiting room. (Once the session has started it will be locked to minimise the chance of uninvited persons joining the meeting.)
- All participants (staff, parents and children) must 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. Place the device where the child will be visible on the screen. Laptops or iPads are better for the screen size.
- Cameras must be switched on.
- Language must be appropriate, including any family members in the background.
- Please keep background noise to a minimum.
- When signing in to the session, please include your child's first name and the initial of their surname so that staff know that they are admitting appropriate people. (If just the name of a phone or PC is displayed, staff will not permit entry.)
- Teachers will use the mute button at various points during the session to ensure that all users can hear one person at a time.
- Teachers will disable the private messaging facility.

- Children are asked to raise their hand if they would like to speak. The teacher will then un-mute them enabling them to speak to the group.
- Sessions will not be recorded.
- Parents **MUST NOT** take screen shots during the session.
- In the unfortunate event of the meeting being hacked and inappropriate material being shared, all users should end the meeting immediately.
- Any child not adhering to school behaviour expectations, will be removed from the meeting.
- Anyone found to be in breach of these terms will not be permitted to attend any further zoom meetings.

Please follow this link for information about how to join zoom: [How to join a Zoom meeting](#)