



## Key Information for Pupils and Parents - Zoom Code of Conduct

In order to safeguard the children and our staff, we have outlined a Code of Conduct which the children must agree to follow and some Key Information for Parents. Please read both and share the Code of Conduct with your child/children.

### Code of Conduct for children

- **Be ready!** If you have anything to show the group then have it ready, make sure you've been to the toilet and have a drink at hand if you need it.
- **Stay in one spot.** There's nothing worse than a wobbly camera distracting people.
- **Don't use a fun background.** Again, this can be distracting for the class. Try and go for a plain wall where light isn't streaming into the camera.
- **Know when and how to mute.** Your audio will be muted at the start of the call by the members of and will only be unmuted when it is your turn to talk.
- **Find a quiet spot.** This will make it easier for you to hear your classmates and also them to hear you when you're talking.
- **Be on time.** You can get into the Zoom call early and be in the Virtual Waiting area until the call starts.
- **Wait your turn.** The member of staff leading the meeting will let you know when it is time for you to speak. If you have a question, raise your hand like you would in class so the teacher knows you have something to ask.
- **Be presentable.** Take a few minutes to make yourself presentable. Brush your hair and teeth and change out of your pjs!
- **Be respectful!** During the call act as you would in the classroom showing respect and listening to the person who is speaking. Be kind and respond appropriately to other people's comments.
- **-Use the chat feature appropriately-** only message the whole group not individuals.

### Key information for Parents

- Each Zoom call will have a meeting number and password. You must use these to gain access.
- In the interest of safeguarding, it is essential that parents do not share the meeting details and login information with other parents or people.
- Zoom calls will be no longer than 40 minutes.
- Zoom call times; meeting IDs and passwords will be shared via email and sent out weekly. Please take note, as the meeting ID and password will change each meeting.
- You must be present in the room with your child during the Zoom call.
- The child's full name has to be posted when joining the Zoom, otherwise the teacher will reject the participant.
- You will NOT need to set up a Zoom account or sign into one. It will be hosted by the teacher/school and the children will only require the meeting ID and password to access and be part of the call.
- The instructions for downloading the app and accessing the call will be sent by Mrs Wagstaff alongside the first Zoom meeting details.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.



- For your child's safety we will record our call with you. The recordings are kept on our school servers and no-one is permitted to view them without good reason and with permission from the Headteacher.
- To comply with GDPR and to continue to protect your children, we must request that **no child or adult films the Zoom call.**
- Microphones will be muted by the teacher at the start of the call and only unmuted when it is your child's opportunity to share their work. The children should not be 'unmuting' themselves.
- We are sure that the children will follow all of these rules, however please be aware that if not then they may be warned by the member of staff and could be removed from the call. The teacher will then have a follow-up phone call with the parents once the Zoom call has ended to discuss the matter further.
- In-chat messaging will be disabled.

Once the first Zoom meeting has been arranged, the details will be posted on the google classroom stream.

Thank you

Mrs R Wagstaff

Deputy Headteacher