Our Lady of Lourdes N.S.

**Introductory Statement and Rationale**

As we continue to trial methods to support our community, some teachers are considering the possibility of using the video conferencing tool “Zoom” to assist staff and students. Please note it is at the discretion of staff whether using the tool would be deemed beneficial to the children. Should it be deemed necessary the following considerations should be adhered to by those utilising the service:

**User Agreement**

1.     Teacher accounts will be set up using their school email address. Staff will not share their personal/private email addresses with students. Contact with staff should continue through the school email accounts only.

2.     Henceforth, pupils’ Parents/Guardians will be required to provide written consent to the use of Zoom in their homes by providing an email to the school email address of the teacher organising the zoom meeting confirming that they have read, understand and agree to the terms of both Zoom and this user policy.

3.     Zoom sessions, where arranged, will be optional for all children. There is no obligation on pupils to participate. If arranged, these meetings will take place during school hours.

4.     Users will be obliged to read and adhere to the terms and conditions set by Zoom. Nothing in this agreement shall be used or relied upon to void those terms and conditions.

5.     The link to the Zoom meeting are intended for the sole use of that student and are not to be shared under any circumstances with any third party without prior consent from staff.

6.     Device cameras must remain on during the Zoom session. If your child does not want to see themselves on the screen, they can disable the view of themselves using their settings. All children will have the option of disabling their microphone during the session, but they must initially present themselves using the microphone and camera.

7.     Whilst a session outline will be planned before zoom meetings, due to the nature of a live video there is the possibility that a child may become overwhelmed / frustrated and behave inappropriately and as such parents/guardians must be aware of this risk when allowing their children to partake in any Zoom session.

8.     Any misbehaviour or inappropriate behaviour will be dealt with in accordance with the school’s Code of Behaviour.

9.    Any Zoom session is strictly for use by the intended /invited participants only. The content covered in the session will remain the property of the teacher//school and should not be recorded or shared with any outside parties in accordance with GDPR.

**Any recording or screenshots of live Zoom sessions (audio/visual) will be considered a major misdemeanour in line with our Code of Behaviour and a breach of GDPR.**

10. The use of Zoom is specifically for the current period of school affected by the Covid-19 emergency –the use of these applicationsmay be reviewed for in the future.

11. The student Zoom sessions are not an opportunity for parent/teacher discussions/meetings.

12.Teachers reserve the right to end the Zoom learning session at any point should they feel the need to do so.

13. The chat function in Zoom sessions will be disabled during class calls.

**In line with GDPR and Child Protection Guidelines, please note the following for Zoom meetings:**

·       Child must be appropriately dressed

·       Child must be in a non-private space in their home (i.e. not bedroom)

·       Child’s parent/appropriate adult is asked to supervise the meeting and to show themselves at the start of the meeting.

·       The background visuals during a Zoom meeting should be appropriate (it is important that the background video images are appropriate for other students and staff)

·       Appropriate language should be used throughout the interaction

The password for the zoom meeting is not to be passed to anyone else under any circumstance.

**Appendix Host Teachers**

**Teachers**

* **Teachers should be aware of Zoom policy**
* **Backgrounds must be suitable and not give away any personal information**
* **There must be two teachers present in all zoom meetings for the duration of the call**
* **Teachers to be responsible for hosting the call**
* **Teachers to turn on security settings such as waiting room, disable chat feature**
* Pre-set the video meeting to mute participants’ microphone automatically upon entry (if possible). You can choose to switch them on selectively to allow student participation
* **Meeting ID and password to be sent out10 minutes before call**
* [Remove unwanted or disruptive participants](https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting?zcid=1231)  
  From the participants menu, you can hover over a person's name, and several options will appear – including "remove".
* [**Disable video**](https://support.zoom.us/hc/en-us/articles/115005759423?zcid=1231)Hosts can turn someone’s video off. This will allow you to block unwanted, distracting or inappropriate gestures on video.
* [**Put people on hold**](https://support.zoom.us/hc/en-us/articles/201362813-Attendee-On-Hold#h_87d70d90-5b0e-46b8-b7b0-b51e3c9fd699?zcid=1231)  
  You can put everyone else on hold, and the attendees’ video and audio connections will be disabled momentarily. Click on someone’s video thumbnail and select "start attendee on hold" to activate this feature. Click "take off hold" in the participants' list when you’re ready to have them back

**Safety Considerations**

* It is crucial that the teacher is always the last to leave the online meeting room to ensure that pupils/students can’t re-join the room afterwards
* Maintain a log of calls and a record of attendance as you would do in general practice
* **Lock your classroom**  
  If your class has started and all your pupils have arrived, you can **lock your classroom**, so that no one else can join.
* **Screen sharing**  
  Make sure your pupils don’t take control of the screen and prevent them from sharing random content by **limiting screen sharing**, so only you as the teacher (host) can present to the class.
* **Private messaging**  
  Prevent distractions amongst your class by **stopping private messaging** between pupils, so they can’t talk to one another without your knowledge.
* [**Allow only signed-in users to join**](https://support.zoom.us/hc/en-us/articles/360037117472-Authentication-Profiles-for-Meetings-and-Webinars?zcid=1231&_ga=2.229036252.1596212172.1585822308-1499776966.1583843642)If someone tries to join your event and isn’t logged into Zoom with the email they were invited through, they will receive a message inviting them to either sign in or leave.
* [**Turn off file transfer**](https://support.zoom.us/hc/en-us/articles/209605493-In-Meeting-File-Transfer?zcid=1231)  
  In-meeting file transfer allows people to share files through the chat. Toggle this off to keep the chat from getting bombarded with unsolicited content.
* Generate a random meeting ID when scheduling your event and require a password to join.
* Do not allow participants to record the meeting.

**Staff meeting**

**If zoom meetings are used for staff meetings no confidential material will be discussed during these.**

**Breakdown of rules to be put on Google classroom for parents to agree to.**

**1. All guardians must email prior consent to the e mail address of the teacher organising the event for child participation. This only needs to be done once.**

**2. A meeting ID and password will be sent only to Parents who have sent consent for children to participate. This should not be shared with anyone else. Only those who have given consent will be allowed in the meeting.**

**3. When the meeting commences parents need to show themselves with their child to allow them out of the waiting room**

**4 In the event of an unauthorised participant joins the meeting , the meeting host shall immediately remove that participant.**

**5. The host will immediately terminate the meeting if inappropriate behaviour or images are cast on the meeting.**

**6. There will be no messaging or communicating through Zoom private messaging.**

**7. Taking pictures of the session or sharing on social media is not permitted and breaks GDPR regulations.**

**9. Participants are asked to be respectful to each other and use appropriate language and to follow the school behaviour policy.**

**10. To keep children safe pupils should not zoom from bedrooms and make sure backgrounds are appropriate and do not give away personal information.**