Halsall St Cuthbert's CE Primary School - Zoom Meeting Code of Conduct

Purpose: To use zoom for conversation and catch-up opportunities.

*Please note that for safeguarding purposes strictly no recording, photos or screenshots of the Zoom meeting are allowed by participants.

By joining a Halsall Zoom meeting you agree to abide by the following terms;

Everyone will:

- Wear suitable clothing (e.g. not pyjamas) However, this does not need to be school uniform. *This also applies to other members of the household.
- Any computers/devices used should be in communal areas e.g. not in pupil bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.

Teachers will:

- Ensure that chat features are carefully controlled and monitored.
- Ensure that participants cannot join the meeting before the host and that a waiting room is set up.
- Make necessary efforts to cut down on background noise recognising that on occasion, staff may also be caring for their own children.
- Ensure that pupils are muted as they join the session until the session begins.
- Terminate a pupil's participation if they are deemed by the hosting adult to be breaking a school rule or behaving inappropriately.
- If taking part in 1:1 sessions, staff members will record the zoom meeting for safeguarding purposes.

Pupils will:

- Use their pupil names for identity – ideally their first name and first letter of surname – those without a name clearly written will not be admitted.
- Raise their hand to indicate that they wish to participate in the meeting and/or use the non-verbal feedback feature/chat function.
- Think about their actions on camera and continue to follow school rules and classroom agreements when participating in meetings.
- Try to stay as still as possible as too much movement might affect the connection.
- Arrive to Zoom sessions with any requested equipment nearby and ready to be used e.g. class novel, pen & paper.

Parents/carers will:

- Ensure that Zoom meeting invites are not shared outside of class families.
- Remain nearby when a pupil is engaging in the session to assist with any technical difficulties.
- Ensure children have clicked on the `leave meeting´ button at the end of the session.