

# **KILLINGHALL CE PRIMARY SCHOOL**

## **ZOOM Acceptable Use Guidance**

Zoom is an online tool or application that allows video and audio communication to groups. The purpose of using Zoom with the children in our classes is to enable face to face interaction during the isolation periods/school lockdown closure. This letter is designed to help Zoom meetings go smoothly for all and help everyone stay safe.

In order to create a safe environment for pupils and staff when taking part in Zoom sessions, the following considerations must be observed:

By accepting the Zoom meeting ID and password, and joining the meeting, with parental responsibility, you agree to the terms set out in this document.

To ensure that only class members can join, teachers will be sending a Meeting ID to each student. The Waiting Room feature will be used which means the teacher has to 'admit' each student into the meeting. Teachers will only admit names that recognise – this means that screen names must be known to teachers.

1. Zoom is only to be accessed by a device in a communal family space.
2. It should ideally be supervised by adult to deal with any technical difficulties.
3. Attendees should be dressed appropriately.
4. Ideally as plain a background as possible should be used.
5. The meeting ID and password is to remain confidential and not to be shared to anyone that it was not directly sent to.
6. Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
7. The Zoom meeting will be recorded by the hosting teacher and stored online with the school GDPR and ICT policy.
8. Access to the Zoom meeting will be limited to those with correct screen names.
9. For participants some Zoom facilities will be disabled by the teacher. This includes but is not limited to mute, chat and screen share.
10. 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.

Please try to have your child set up for the meeting in a space where there will be minimum disruptions