



Richard Durning's Endowed Primary School  
Zoom Code of Conduct for Pupils and Staff



### Introduction

Zoom is a useful tool that facilitates online communication between home and school. As such we will be adding Zoom to our tool kit of home learning tools. As with everything that we do at Richard Durning's Endowed Primary School, safety remains at the forefront of all planning and communication. As such, we would like all stake holders to read the following code of conduct and remain mindful of its contents at all times. The safety of our children is our number one priority and we trust our school community to use Zoom appropriately to enhance opportunities for our young learners.

### Zoom Guidelines

1. The children will be invited to a number of Zoom lessons per week, details of which will be sent to the parental email held on the school data register. Staff will inform you of the time of these Zoom lessons and details of the ID and password via email at least a day in advance and will remind the child as part of the daily overview on Showbie.
2. Critical Worker children who are attending school will access the Zoom lessons along with a school adult. If you do not want your child to access lessons whilst they are in school, parents must inform Mrs Hodgson so we can ensure they do not join in.
3. A parent **MUST** log the child into the Zoom meeting and in doing so, is providing permission for their child to take part in the zoom lesson. Please check all settings beforehand so that your child is ready to begin the lesson on time. The lesson is for the pupil in that class only and it should only be 1 child on the screen, no siblings or other family members please.
4. The Zoom screen must say the child's name so that we are able to allow them to join the meeting. If we don't see the child's own name please note we will not allow them in to join the meeting.
5. Once a parent has logged their child in to the zoom lesson, they must stay with earshot or easy reach but not take part in the lesson or appear on screen. Remote learning is about replicating school based learning and so activities will be planned that allow the children to work as independently as possible.
6. The zoom lesson is not a time for communicating with class teachers please. This should continue to be done via email or Showbie as zoom sessions are time limited.
7. Zoom lessons will last up to 40 minutes so please allow for this as part of your child's learning.
8. School staff only may record the live Zoom lesson. This will only be used for safeguarding reasons for staff or for children to have access to the lesson if they couldn't access it at the correct time. If you have accessed a Zoom lesson

for your child, you are indicating that you are happy for your child's screen to be recorded. If you would prefer that your child's screen isn't recorded, the parent must turn the video screen off at that point. The teacher will indicate in the lesson when they are starting and finishing the recording. It would be really helpful if you could let your child's teacher know if you don't want your child's screen recorded beforehand. The videos may be posted on Showbie for the class or individual children to watch and must not be shared by parents to any other platform. If teachers record lessons they will only be saved on the device they have been recorded as a record of the lesson and will not be used for any other purpose.

9. Parents and children must not, in any circumstances, share the meeting details with any other people at all for safety and security reasons. This is very important and even if another class member asks you for the details, please direct them to the class teacher.

### During Zoom Sessions

Whilst participating in these sessions please be mindful of the following guidelines:

1. The sessions are a live teaching platform and so the children must always have the teacher on their screen.
2. Sessions will be personalized to the needs of the children. For example some may be full class lessons, year group lessons, group lessons or 1:1 teaching support.
3. Staff and children must wear suitable clothing, as should anyone else in the household. All zoom sessions must take place within the hours of the school day 9:00am- 3.30pm.
4. Any computers used should be in an appropriate area i.e. not a bedroom and calls should be supervised by a close-by adult (within earshot or easy access) at all times but it is not necessary for you to sit alongside your child as we appreciate that you will be busy also.
5. Please plan for the zoom lesson to take place in a quiet, distraction free area where possible.
6. All zoom lessons will have a clear focus and outcome and will follow a structured format.
7. All communication and language must be appropriate and we request that any adults or children nearby are mindful of this.
8. Class teachers will agree with the children a signal to show that they would like to ask a question or talk during the pre-set question time.
9. Screenshots or recordings of virtual classrooms **MUST NOT** take place at any time by children or families at home. Parents and children are reminded that they may not record any part of the lesson without first asking the teacher's permission, to keep in line with General Data Protection Regulation.

10. To ensure online safety, all meetings will be password protected and participants will need an invitation to attend. Please do not share this with anyone other than your child and the supporting adult in your home.

### Useful information

<https://www.childnet.com/blog/what-is-zoom-a-guide-for-parents-and-carers>

<https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>

### Children's Code

1. I will be considerate of the needs of all of the people in my zoom group and will listen when required and use a signal such as hands up, when I want to talk.
2. I will be on time and ready to learn when my zoom lesson begins. This includes being appropriately dressed and in an appropriate quiet area with any equipment that I need ready and that I have been to the toilet beforehand!
3. I will always make sure that my teacher is on my screen at all times.
4. I will use appropriate language and communication in all zoom lessons.
5. I will make sure that an adult is with earshot or easy access when I am on zoom with my teacher and class.
6. I will not take screen shots or videos of any zoom lessons.
7. I will remember that learning is fun and will enjoy my zoom lesson with my teacher and friends.

We have put these guidelines together to ensure that all stakeholders know what is expected of them in order to successfully use Zoom to support our home learning at Richard Durning's Endowed Primary School. By following all of the above guidelines, we can work together to ensure that each zoom lesson is a positive, beneficial and enjoyable means of communicating with our Durning's family whilst also supporting our learning at home.

This Code of Conduct is being sent out via email to all parents on Wednesday 13<sup>th</sup> January 2021. Governors and staff have approved this Code of Conduct. We expect all parents to ensure their children are aware of this policy before accessing the Zoom lessons.

Thank you for your support in supporting our home learning schedule and in keeping our school community safe whilst online.

Policy written January 2021