Alver Valley
Federation of Schools

Zoom Policy

Date written	**January 2021**
Date shared with FGB	**January 2021**
Review Date	**January 2022**
Author	**A Lockwood**
	HOS

Introduction

These protocols aim to ensure that live lessons with pupils at home, are safe, secure and continue to model the high standards set by our school with our pupils. This is guidance for running live lessons over Zoom and how to do this safely and best engage the pupils. Principles of live teaching:

Adhere to the school's staff and pupil behaviour policy (code of conduct) – professional attire, language etc. Treat a live virtual classroom just as you would at school

- Turn your camera on and have your camera at eye level
- Stay muted unless you're talking to reduce background noise
- Make sure you sit in a well-lit room, ideally not a bedroom
- Be mindful of what's going on behind you. Think about having a solid wall behind you, not a mirror or turn on a virtual background
- Do not post pictures of your virtual class on social media or elsewhere online

Parental consent Please note that it is advised Zoom accounts are only accessed by people over the age of 18. If you would like your child to be part of a zoom call, please help them set this up and join the room. Please be aware that you are consenting for your child to take part in a call that features video and audio facilities. For safeguarding measures, we will be recording the calls. These may be shared with other class members who were unable to join the call. For more information on Zoom's compliance with EU GDPR see: https://zoom.us/gdpr Using Zoom.

Pupils under the age of 18 should not go to www.zoom.us to create an account because:

1. They should only be joining Zoom meeting sessions as participants (not separate account holders) through the School Subscriber's account and
2. minors are not permitted to create an account per Zoom's Terms of Service

Housekeeping

- Appendix 1 will be shared with parents and carers when sharing the Zoom details
- The title of Zoom meetings will be scheduled with the lesson and year group
- We will share the meeting ID and Password with you in advance
- We will give pupils a few minutes to join the zoom call at the start, please aim to be prompt. We will Lock Meetings once they have begun, no one else can now enter. Where possible we will have a member of staff man the waiting room throughout the call as an alternative to locking the meeting.
- Please ensure that you are leaving this time for your children to talk to your class teacher. If you have any questions for your child's teacher please address these via email or on tapestry or Dojo.
- Teachers will have control over the screen sharing facility

- The Waiting Room feature will be used to protect our Zoom virtual classroom and keep out those who aren't supposed to be there, as we allow them access one by one to the virtual classroom
- The chat facility will be controlled by the host
- Removing a participant due to behaviour or they are unknown - If someone who's not meant to be there somehow manages to join our virtual classroom, we can easily remove them from the Participants menu.
- Use a random meeting ID - It's best practice to generate a random meeting ID for each session, so it can't be shared multiple times. This is a recommended alternative to using our own Personal Meeting ID, which is not advised because it is essentially an ongoing meeting that's always running.
- Password-protect the classroom: We will create a password and share with our pupils via school email or our school platform so only those intended to join can access a virtual classroom
- Disable join before host: Pupils cannot join class before the teacher joins and will see a pop-up that says, "The meeting is waiting for the host to join".
- Manage annotation: Teachers will disable participant annotation in the screen sharing controls to prevent pupils from annotating on a shared screen and disrupting class
- We will always exit the live meeting for all at the end

Additionally, teachers have a couple of in-meeting options to control your virtual classroom:

- Disable video: Turn off a student's video to block distracting content or inappropriate gestures while class is in session.
- Mute pupils: Mute/unmute individual pupils or all of them at once. We will also be setting up all meetings with the Mute Upon Entry facility in place.
- Attendee on-hold: An alternative to removing a user, you can momentarily disable their audio/video connections. Click on the attendee's video thumbnail and select Start Attendee OnHold to activate.
- Recording meetings – We will remind pupils not to share personal information during the session. Once recorded, meeting videos will be saved in a secure location. We will delete the original recording from the device used.
- Security Icon in Toolbar: Visible only to hosts and co-hosts of Zoom Meetings, the Security button provides easy access to several existing Zoom security features, as well as a new option to turn on the Waiting Room in-meeting. This button allows us to remove participants, lock the meeting, and decide if we want to allow our participants to screen share, chat, rename themselves, and annotate on shared content. If you have any questions regarding these protocols or other topics related to student privacy, please contact support@zoom.us

And most importantly, we are aiming to have fun with this new technology and engage in social interaction virtually, that we are all currently missing.

Appendix 1

Information shared with parents when sharing meeting details

Online Safety Guidelines:
1. We ask that a parent or carer is present at the beginning and the end of the call and to be in the room or 'to hand' for the duration of the call. The call will last about 30 minutes.
2. Please make sure your child is not connecting from their bedroom. (If this is unavoidable e.g. it's the only quiet space, then use a plain background such as a wall or bookcase).
3. Your child must be appropriately dressed; any inappropriate clothing or comments will result in not being permitted entry, or the person will be removed.
4. Screenshots are not allowed.
5. We will let you know if your child needs to bring / do anything in preparation for the session.
6. We may use the mute function if there is too much background noise or the child who is speaking can't be heard.
7. We will use the 'end the meeting for all' function to finish the meeting.

Set up:
1. We will use a school Zoom account, and provide a password.
2. We will enable the waiting room function.
3. We will disable the 'enter before host' function.
4. When working alone we will close entry 5 mins after the official start time to ensure unknown people cannot enter so please be on time. Where possible we will have a member of staff man the waiting room throughout as an alternative to locking the meeting.
5. As host, we will disable the chat function.
6. We will disable screen sharing and 'backgrounds'.