



## St Cuthbert's Catholic Primary School

### Zoom Code of Conduct for Virtual Live Sessions

Zoom is a useful tool that facilitates online communication between home and school. As such, we will be adding Zoom to our toolkit as an optional, additional resource for communicating with pupils working at home. As with everything we do at St Cuthbert's, safety remains at the forefront of planning. As such, we would like all children and parents / carers 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 pupils.

#### Pupil agreement for live online sessions:

- Be ON TIME for your meeting
- Make sure your technology is fully charged or plugged in
- Sit somewhere quiet in a communal family space (not in your bedroom)
- Make sure there is no one in the background whilst you are online
- Do not select virtual backgrounds
- Make sure you are dressed appropriately - no pyjamas
- Keep your video on
- Keep your microphone on mute unless asked a direct question by the teacher (they will say your name and give you permission to take yourself off mute to answer)
- If you would like to ask a question, use the 'raise a hand' button or show your hand
- If you need to leave the meeting for some reason, please let your teacher know
- Be kind, positive and considerate when speaking or writing in the chat
- Do not write in the chat unless the teacher has asked you to do so and do not write about other classmates in the chat
- Never share the link for the online session with anyone else that it was not meant for
- Lastly, the same behaviour rules that we have in school apply to the online session and the teacher can end your participation at any time if you do not follow the rules

### **Parent/Carer agreement for live online sessions:**

- By allowing your child to join their class online meeting, with parental responsibility, you agree to the terms set out in this Code of Conduct
- By taking part in this online meeting parents/carers are agreeing that they will not film, photograph or upload any of the session to other platforms
- The meeting ID/link is to remain confidential and must not be shared with anyone that it was not sent to
- Ensure that children follow the pupil rules and provide a quiet space for them
- The session is only to be accessed by a device in a communal family space (not a bedroom)
- The content of each session is confidential
- Once your child is set up for their Zoom meeting please allow them to attend the session by themselves, as would happen with a classroom session
- Parents / carers do not need to be present with their child but they should be close by
- Other members of the household should not be visible or audible during the sessions
- Everyone involved in the session must dress appropriately and behaviour should be in line with our usual school rules
- Parents / carers should not interact with the session but may contact the teacher after the session, via the class email if there are any questions or concerns
- Parents / carers should ensure that the pupils are aware of the pupil expectations set out above

### **Teacher agreement for live online sessions:**

#### **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
- Ensure that pupils are muted as they join the session
- Place any pupil on hold if they are deemed by the hosting adult to be breaking a school rule
- Keep sessions to a reasonable length of time