

Shamblehurst Primary School Zoom Guidance for Parents

Written: 25.1.21



Many schools have turned to online video-conferencing platforms to continue their teaching during the Covid-19 Pandemic. One of the most popular platforms is Zoom. This document has been prepared to aid the staff and families to understand how to use Zoom safely.

Firstly, like any other video-conferencing application, Zoom is just a tool. The general principles of safer working with young people are outlined in our Safeguarding Policy and COVID 19 appendixes, which can be found in the COVID 19 section of our school website and in the policy section of our school website, and should still be followed. Please also see our 'E-safety' section of our website for related policies.

Secondly, it is important to remember that video-conferencing can be a positive way to help young people stay connected with each other and their school during these extraordinary times. By following the advice in this document, Shamblehurst Primary school can continue important social interactions with our young people, by using video conferencing apps, such as Zoom, as safely as possible while continuing to use SeeSaw as our main teaching platform. It is important to note that whilst this guidance note refers to Zoom, it may be that we use other platforms at other times. This guidance focuses on Zoom as it has rapidly become very popular during the Covid-19 lockdown, and also because some security fears have been identified.

This guidance covers the following:

- Downloading Zoom
- Advice from Zoom
- Good practice with Zoom
- Shamblehurst Zoom Rules

Shamblehurst Primary School Zoom Guidance for Parents

Written: 25.1.21



Downloading Zoom

Zoom can be downloaded from the company's website, <https://zoom.us/download> It is vital that you only download Zoom from this site! There have been examples of people downloading versions of Zoom from other sites. Some of these versions are not safe; the best way to ensure you are downloading a safe version of Zoom is to only go to the authorised company website. It is important you set up your Zoom account **using your email address (if invited by a member of staff from school) or via a Seesaw link (Class Zoom)** and not via your Facebook login as this does not offer the same level of protection to your personal information.

Advice from Zoom

The Zoom website has some extensive guidance, including some that has been specifically created as a response to the very rapid uptake of Zoom during the Covid-19 crisis. That guidance is available as a link from the Zoom homepage, or can be accessed directly by clicking here <https://zoom.us/docs/en-us/covid19.html> . The guidance you are reading now is not designed to replace the guidance on the Zoom website. It is highly recommended that anyone involved in using Zoom takes the time to become familiar with the advice on this section of the company's website. What we have provided below is advice based on some key concerns about using Zoom that have emerged recently.

Good Practice with Zoom

1. Don't advertise the Meeting ID and Password

Each Zoom Meeting has a unique ID number and password. We will give these to meeting participants directly (e.g via email or SeeSaw). We will not put them somewhere where anyone can see them (for instance, on the schools' Facebook pages). Participants are requested not to share the ID number or password with anyone else (even if they are a known member of the school community), instead please direct them to the school office who will complete security checks before sharing this information.

2. Use the Waiting Room option

We will have a meeting room enabled. Therefore, anyone who tries to join the meeting will be placed into a 'waiting room' where they will be shown a message stating "Please wait, the meeting host will let you in soon". The meeting host will then be alerted and can see those waiting by clicking on the 'Manage Participants' button on the meeting toolbar. Only those participants we are expecting in the meeting will be admitted.

3. Lock the meeting when everyone is in

Once everyone we are expecting has joined a meeting by the given time, we will not let anyone else in and we will lock the meeting.

Shamblehurst Primary School Zoom Guidance for Parents

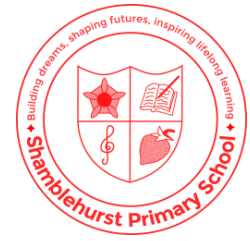
Written: 25.1.21



4. **Disable participant screen sharing**
The host teacher will disable participant screen sharing. If the meeting requires others to share documents we will ask for these to be sent in advance.
5. **Disable private participant chat**
The host teacher will disable the private chat option so children will not be able to chat privately to each other. Any comments written will be visible to all. The chat feature can be disabled entirely which may be appropriate for some sessions.
6. **Know who is in the meeting**
Teachers will know the meeting participants beforehand. Teachers and their support staff will also have class lists available to take a register of who is in the meeting.
7. **Ensure that the meeting is recorded, if a second staff member is not present**
In order to comply with our safeguarding policy, the host teacher will record the meeting using the record facility in the Zoom programme itself, if a second staff member is not present. No other recording of the meeting is permitted by any person other than the host teacher. This recording will be stored securely and destroyed in line with GDPR guidelines.
8. **Expel participants if necessary**
The host teacher will have the ability to remove a participant from the meeting. As the meeting will be locked, they will then be unable to get back in. We should not need to do this unless there is a safeguarding reason or a behaviour breach.
9. **Put the meeting on hold**
The host teacher will have the ability to put the meeting on hold. This may be the case if the support teacher has alerted the host teacher to something which they need to discuss privately. The attendees' video and audio connections will be disabled during this time.

Shamblehurst Primary School Zoom Guidance for Parents

Written: 25.1.21



Zoom Rules

1. Sign in with your child's first name only (not their surname or any middle names)
2. An adult must be present in the room (they do not need to be on screen)
3. Mute your microphone before joining the meeting and keep it muted unless asked to unmute
4. Do not use the chat facility unless asked to do so
5. Be respectful to other participants
6. Ensure you and your child are dressed in appropriate clothing
7. Do not eat or allow your child to eat whilst participating in the Zoom session
8. Ensure you are in an appropriate room in your house (e.g. somewhere your child can concentrate) this MUST NOT be a bedroom
9. Ensure the background of where you and your child are positioned is appropriate - download one of the Zoom default backgrounds if necessary. Ensure that no personal data such as addresses are in the background.
10. Support your child to uphold our normal behaviour expectations.
11. Do not record the session.

By joining a Zoom meeting organised by Shamblehurst Primary, you agree to follow the rules stated above. Any breach of these rules, may result in you and your child being removed from the meeting by the host teacher.