

## Parent and Pupil Information Sheet

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.

### **Taking Part in a 'Zoom Live Lesson'**

- 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
- Wear appropriate clothing – not pyjamas
- Do not eat during calls – treat the call the same as a lesson in class.
- 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>
- Pupils under the age of 18 should not go to [www.zoom.us](http://www.zoom.us) to create an account because (i) they should only be joining Zoom meeting sessions as participants (not separate account holders) through the School Subscriber's account and (ii) minors are not permitted to create an account per Zoom's Terms of Service

### ● **Instructions for setting up and getting going**

- Your teacher will have already shared the timetable of Zoom calls to be delivered in a day on they weekly timetable [available on the school's website]
- We will share the link to meetings with you in advance and the passcode
- We will give pupils a few minutes to file in at the start, please aim to be prompt. •
- 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
- Teachers will removed pupils if here behaviour is inappropriate; this will be reported to the Headteacher.
- If someone who's not meant to be there somehow manages to join our virtual classroom, the teacher remove them.
- 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".
- Teachers will always exit the live meeting for all at the end.

### **For further information or to report a concern contact:**

Designated Safeguarding Lead: Sue Elliott, Headteacher. 01892 870446  
[headteacher@penshurt.kent.sch.uk](mailto:headteacher@penshurt.kent.sch.uk)