<u>**Annex to the E-Safety Policy**</u>

<u>**January 2021**</u>

<u>**Safe use of Zoom for remote learning.**</u>
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.

In order to ensure safe and appropriate use of Zoom for teaching and learning:
- sessions will only be held on Zoom and will only be accessed via school accounts.
- only pupils from a specific class will be invited to join each lesson.
- pupils **should not** go to 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;
(ii**) minors are not permitted** to create an account per Zoom's Terms of Service.

<u>**Staff will:**</u>
- Adhere to the school's staff Code of Conduct and Pupil Behaviour policy
- Where possible, share a screen and 'present' for most of the session.
- Dress as they would for school (professionally) and wear their lanyard.
- Sit against a wall or neutral background, and where possible blur their screen to protect privacy (do not sit with your back to the room).
- Close all other tabs or documents.
- Check that pupils understand their audio and video controls.
- Discuss online etiquette and expectations of the pupils in their first virtual class and periodically revisit this topic.
- Take time to promote questions, comments, and reactions from the class.
- Avoid live streaming sessions from a bedroom.
- Use professional language.
- Record the session for safeguarding and educational purposes.
- Inform the Designated Safeguarding Lead and Online Safety Lead of any concerns immediately.
- Not post pictures of their virtual class on social media or elsewhere online.

<u>**Pupils will**</u>:
- Adhere to the school's Behaviour Policy at all times.
- Turn off their video and mic unless advised by the teacher to do otherwise.
- Dress appropriately.
- Sit in a shared place in their house for safeguarding reasons (not their bedroom).
- Sit with their back to the wall to protect the privacy of the household.
- Use the "hand up" function to ask a question.
- Be polite, courteous and appropriately responsive to staff and other students.

- Ask parents who will also be there to be mindful that other children might see or hear them and anything in the background.
- Turn their own mics and video off when entering a lesson. (This will ensure good connection speeds and allow behaviour to be managed on entry to the lesson. Teachers will then allow students to use their mic and video as appropriate depending on the nature of the lesson.)

Zoom Protocols
- The title of Zoom meetings will be scheduled with the lesson and year group, and links to lessons will be shared with pupils in advance.
- Pupils will be given a few minutes to file in at the start and are expected to be prompt.
- We will lock meetings once they have begun, so that no one else can enter.
- 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.
- Participants will be removed if they demonstrate poor behaviour, or, if they are unknown. If someone who is not meant to be there somehow manages to join our virtual classroom, they will be easily removed from the Participants menu.
- A random meeting ID will be generated for each session, so it cannot 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.
- Classrooms will be 'Password-protected' and shared with our pupils via school email or our school platform so only those intended to join can access a virtual classroom.
- Pupils will not be able to join a class before the teacher joins and will see a pop-up that says, "The meeting is waiting for the host to join".
- Teachers will disable participant annotation in the screen sharing controls to prevent pupils from annotating on a shared screen and disrupting class.
- Teachers will always exit the live meeting for all at the end.

Further in-meeting options to control and secure virtual classrooms:
- **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 set 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 On-Hold to activate.
- **Recording meetings** – Pupils will be reminded 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. We can monitor who has viewed the video when sharing it.

- **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.

Parental consent

If parents are NOT happy for their child to use Zoom, please let school know. This can be done via email during the Covid-19 virus lockdown, or, by telephone: middleadmin@bellinghampartnership.uk
(01434) 220235