



Sunnymede Junior School
Parent and Pupil Zoom Acceptable Use Policy / Agreement
January 2021



BY ACCEPTING THE ZOOM LINK, USERNAME AND PASSWORD SENT TO THE PARENT'S EMAIL AND USING IT TO ACCESS THE ZOOM SESSIONS FOR YOUR CHILD, YOU ARE ACCEPTING RESPONSIBILITY FOR YOUR CHILD AND ALLOWING THEM TO MEET VIRTUALLY AND COMMUNALLY WITH THE TEACHER AND OTHER PUPILS IN THE CLASS / YEAR GROUP. YOU ARE ALSO AGREEING TO THE TERMS SET OUT IN THIS DOCUMENT.

YOU MUST NOT SET UP A ZOOM ACCOUNT IN YOUR CHILD'S NAME AS THEY ARE UNDER 18. IF YOU USE YOUR OWN ACCOUNT, YOU MUST LOG YOUR CHILD ON WITH THE PASSWORD. HOWEVER, YOU DO NOT NEED AN ACCOUNT AS YOUR CHILD IS ONLY A PARTICIPANT AND YOU CAN SIMPLY USE THE URL LINK AND PUT IT IN THE WEB BROWSER IN ORDER TO ACCESS THE MEETING.

In order to create a safe and pleasant environment for pupils and staff when taking part in Zoom sessions, the terms set out in this document must be agreed to and observed:

- Zoom is only to be accessed by a device in a communal family space
- Attendees should be dressed appropriately, including any adults present. Pyjamas should not be worn
- The children are the focus of the sessions and only they should participate. Parents must not interact in the sessions
- Parents should not be visible on the monitor and only enter into view to help a child with a technical issue. It is also acceptable to briefly pass by in the background
- Whilst parents should not be in view, we ask that they are in the vicinity / in earshot so they have an overview of the children's session. For, example, you may be in another part of the room or in a nearby room and check in periodically
- Recording, photos or screenshots of the Zoom meeting are NOT allowed by participants
- The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy. This is to safeguard the teacher. If you do not consent to this, you must not allow you child access to the meeting
- The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to. Parents should log their child into the session
- Children must not access the session by their own Zoom account, as they are under 18 and should not have one. They can use the URL in the web browser instead

- The Zoom meeting will be locked by the teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access, even with meeting ID
- For participants, some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
- Parents should be aware that they will be able to see the 'backdrop' of other children's homes and other children will be able to have site of your child's 'backdrop'. Please ensure there is nothing inappropriate in the background that can be seen by others.
- Should a parent overhear the contributions of another child to a session, these should not be discussed outside of the sessions with other parents etc.
- Pupils are asked to keep their cameras on so the teacher can see them. The camera should only be turned off in particular circumstances e.g. for safeguarding reasons. The parent should discuss this and agree with the teacher prior to the session
- Lastly, the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation. Therefore, avoid talking over each other, speak politely and use the **Raise Hand**, **Reactions** or **Chat** features when you want to ask a question (see how to do this further on in this guide).

EXTRA INFORMATION – PARENTAL CONDUCT

The teachers of Sunnymede are working extremely hard at the moment, trying to balance teaching in school as well as teaching remotely. Teaching online is new to them and will take some getting used to. Please be respectful of this and supportive of the teacher.

No lessons will be perfect, there may be technical matters and some families might struggle to log on sometimes. These are all an inevitable part of live learning. Please give them your utmost support – we are doing this for the children and it is a learning curve for everyone.

It is unacceptable for any parent to publicly criticise the session whilst it is live, or after the session on any social media or another public platform. We will take a zero tolerance approach and, if this should happen, your child will not be permitted into future meetings. Our decision on this will be final. Our teachers have no obligation to teach live (this is not in the criteria set out by the DfE as essential for effective remote learning) and I would not like to be in a position where this happens. If you have any issues, please contact the Headteacher in a calm, respectful and appropriate manner. Times are difficult at the moment and the teachers are all trying to do their best for the children. Thank you