

Longlands Primary School and Nursery

Parent and Pupil Video Conferencing Acceptable Use Policy

In order to create a safe environment for pupils and staff when taking part in Zoom or School Cloud conference sessions, the following considerations must be observed:

- By accepting the Zoom meeting ID/ School Cloud invitation and subsequently joining the meeting, with parental responsibility, you agree to the terms set out in this document.
- Zoom/School Cloud is only to be accessed by a device in a communal family space – sessions should not take place in a pupil's bedroom.
- Sessions should be supervised by an adult within the family home, to support the learning and to deal with any technical difficulties.
- Staff must be professionally dressed and pupils/parents should be dressed appropriately.
- Staff should keep a record of attendance for each video-conferencing session, the school will follow up non-attendance with individual families, as necessary.
- The Zoom meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
- Recording, photos or screenshots of the Zoom/School Cloud meeting are not allowed by participants.
- The Zoom /School Cloud meeting may be recorded by the hosting member of staff and stored in line with the school GDPR and ICT policy.
- The Zoom meeting will be locked by member of staff 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting may not be able to gain access.
- Likewise, School Cloud meetings must be accessed at the time allocated and will last for the time allotted, it is not possible to extend the duration of these meetings.
- The exact duration of sessions will be set in the invite and will differ depending on the age and need of the pupils.
- Lastly, the same behaviour expectations that are set within a classroom apply to video conference sessions. Staff should communicate any inappropriate behaviour or any interactions to the senior leadership team. Any safeguarding concerns need to be raised immediately with the Designated Safeguarding Lead.
- Should our staff member be unable to take the agreed lesson, you will be contacted with as much notice as possible to inform you of the cancellation and where possible to rearrange the session.
- If your child cannot participate in their lesson due to sickness please notify the school office, as soon as possible in advance of the agreed lesson day/time.

As always – should you have any questions please contact admin@longlands.herts.sch.uk