

Zoom – Pupil Guidelines

Keeping safe and staying connected are key principles during Covid19 lockdown. Schools, along with the rest of the country, are having to innovate, to find new ways of working and communicating with pupils, colleagues and partners.

Zoom is a tool that has become very popular. We will be using Zoom to facilitate some online meetings. The general principles of safer working with young people are outlined in our Safeguarding Policy and COVID 19 updates. These can be found on our website and should still be followed. Those principles have already been distilled further in our E-Safety Policy which again can be found on our school website.

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 infected by hackers malware. Please ensure you are downloading a safe version of Zoom. You have to do that using the link above.

It is important you set up your Zoom account using your email address and **not via your Facebook login** as this does not offer the same level of protection to your personal information.

User Guidance

The Zoom website has some extensive guidance and updates about security measures. That guidance is available as a link from the Zoom homepage.

Take time to read the Zoom advice on the company's website.



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 via Seesaw. We will not put them somewhere where anyone can see them (for instance, on the schools' Facebook or social media 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.

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. 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.

6. Ensure that the meeting is recorded

The host teacher will record the meeting using the record facility in the Zoom programme itself. No other recording of the meeting is permitted by any person other than the host teacher. This will be recorded on local servers not on the Zoom hosted

server. This recording will be stored securely and destroyed in line with GDPR guidelines.

7. 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.

8. 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.

Pupil Usage

1. Sign in with the pupil'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 that the pupil (and adult) are dressed in appropriate clothing
7. No eating whilst participating in the Zoom session
8. Ensure you are in an appropriate room in your house (e.g. with few distractions and noise) this **MUST NOT** be a bedroom
9. Ensure the background is appropriate - download one of the Zoom default backgrounds if necessary
10. Behaviour is expected to be of the same standard as when present on the school site
11. Do not record the session

By joining a Zoom meeting organised by Uplands Infant School, 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.

