



Scargill Church of England Primary School

Code of Conduct for Pupil Zoom meetings

This document forms an agreement between parents, pupils and the school with regards to expectations on using Zoom. By attending Zoom meetings arranged by the school, you are consenting and accepting the terms of this document. Any failure to follow these rules will result in your child being removed from their meeting immediately. Any behavioural or child protection issues will be dealt with in line with the school's safeguarding and behaviour policies.

The school reserves its right to share additional rules during meetings that may be necessary for the meetings to continue without disruption and to keep children safe.

Using Zoom is optional to parents and no pupil or parent is obligated to download, use or attend Zoom meetings for the school if they do not feel comfortable doing this. The school cannot be held responsible for ensuring whether Zoom is compatible with home devices, if it has been downloaded correctly or causes issues with such devices.

This is a brief outline of the key rules being put in place. We ask that parents explain these rules fully to children in terms that they understand and are appropriate for their age.

- Please attend the Zoom meetings at the times scheduled.
- When attending meetings, please type the name as the name of your child attending the meeting. Names that are not recognised by members of staff will not be accepted into Zoom meetings.
- There will be no 1:1 meetings taking place. All meetings will be with groups of children.
 - Parents and pupils must not record or photograph any meetings. No exceptions.
 - The meetings are for pupils and are not to be used for parent questions. Parent queries should come to the school directly and not using Zoom.
 - Parents do not need to be in the same room as their child but may wish to monitor the meeting.
- Please ensure that all pupils are wearing sensible clothes and are not in pyjamas or undressed.
- Any devices used for Zoom meetings must be used in front of an appropriate background area that contains no personal photos or information.
- No child should attend a Zoom meeting from their bedroom or somewhere on their own away from adult supervision.
 - All language used must be sensible and respectful. This includes family members in the background.
- Typing chat messages during the meeting or writing on the screen, is not allowed.



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- The Zoom teacher might allow children to show their video and audio at the start of the meeting to say hello to one another. After that, the Zoom teacher will mute all pupils in the meeting to avoid disruption.
- Pupils may be asked to unmute themselves depending on the Zoom teacher's requirements.
- Do not share the details of the Zoom ID or Password with anyone.

Thank you for your continued support and cooperation.

Zoom can be downloaded from <https://zoom.us/download>