

### Pupil Zoom Acceptable Use Agreement

#### **1. Introduction:**

Zoom meetings will be arranged in the event that your class or year group has been asked to stay at home and learn. Each week, your teacher will arrange a weekly zoom meeting to chat about how your learning is going and to see how you are. This is your time to ask them any questions you may have about your learning. The zoom meetings will be with up to 5 other children from your class and your class teacher (sometimes the meeting may be hosted by another teacher from your year group). A zoom invitation will be sent to your family email address. It is likely that your meetings will be at the same time each week. Below are some guidelines for how we can stay safe and enjoy meeting together using Zoom.

#### **2. Role of the Teacher:**

Teachers will:

- 2.1 send out a zoom invitation;
- 2.2 explain when and how the session is to be run so that each child clearly understands;
- 2.3 make the experience pleasurable;
- 2.4 monitor sessions and follow up on any concerns;

#### **3. Role of Parent/Carers:**

Parents/carers are asked to:

- 3.1 ensure they are in the same room as their child during the zoom meeting (adults are not required to take part in the meeting);
- 3.2 provide a suitable space in their home where their children can concentrate during the meeting;
- 3.3 find time to work with their child or be at hand if a problem arises;
- 3.4 discuss, encourage and praise their child's efforts;
- 3.5 contact the school if their child is experiencing difficulties in taking part in online meetings so an alternative may be found;
- 3.6 Learn how to access a zoom meeting, mute and unmute, turn off any camera.

#### **4. Role of Children:**

Children are asked to:

##### **4.1 Be prepared.**

Just like any class at school, it's important that are prepared for the zoom meeting. Make sure you know how to access the link, what time your meeting starts and whether you need anything. Be prepared to listen when the teacher comes on.

##### **4.2 Learn how to use zoom.**

For older children, you may feel able to learn how to enter the virtual classroom yourself. Practise learning how to mute and unmute yourself, turn off your camera and shut down the program.

##### **4.3 Be on time.**

Be on time for your class meeting (or even a few minutes early). It's a good idea to test out the class link in advance of your call time, so you know that it works and your computer is up and running.

##### **4.4 Stay in one spot during your call.**

Don't head to the kitchen for a snack or take your meeting outside. Find a quiet spot where you will be comfortable for the whole meeting. Remember that you need to have an adult in the room so it may be easier to sit at a desk or your kitchen table so you can have more focus.

##### **4.5 Dress the part.**

While school uniforms aren't required for these meeting, you do want to make sure you look presentable. Think about what you'd wear to school and dress accordingly.

##### **4.6 Eliminate distractions.**

Keep in mind that even though you are at home, you will need to listen to your teacher and your classmates and take part in discussions appropriately. Don't eat or drink during this time and turn off any music or the TV in the background. Remember that you will only have a short amount of time with your teacher so make the most of it.

##### **4.7 Wait for your turn.**

Follow your teacher's instructions for sharing your ideas. It can be a good idea to raise your hand instead of interrupting so that your teacher can finish talking before you jump in.

##### **4.8 Respect each other!**

Remember our core values of peace, courage and respect and be kind and respectful in your comments to each other.

**5. For everyone's personal safety:**

**5.1** I understand that the school will monitor my use of the systems, devices and digital communications.

**5.2** I understand that an adult needs to be in the room while I am meeting my class teacher on Zoom.

**5.3** I understand that the school may record weekly meetings and these will be stored on the school's internal system.

**5.4** I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

Signed (child): .....

Signed (parent): .....

Signed (teacher): .....

<https://zoom.us/gdpr>

<https://zoom.us/privacy-and-legal>