

# Acceptable Use Policy: Appendix 2.



## Guidelines and Rules for Using Zoom/Video Calls

### **Introduction:**

The staff of Scoil Náisiúnta Mhuire, Rathpeacon, recognise that, similar to many online platforms, using Zoom or other video calls carries certain risks. We have put in place the following rules in an effort to make Zoom or other video calls a safe platform for both staff and pupils.

These rules are in addition to our current Acceptable Use of I.T. Policy, our Guidelines for Distance Learning, our Code of Behaviour, our Child Safeguarding Policy, Data Protection Policy and all other relevant school policies.

While protocols are in place, Scoil Náisiúnta Mhuire, Rathpeacon cannot accept responsibility for the security of any online platform, in the event that they are hacked.

For detailed information on GDPR in relation to Zoom, please visit <https://zoom.us/privacy>

This is a working document and will be updated as necessary as we try out new ways to support Distance Learning.

**Please note:** if you are uncomfortable with allowing your child to use Zoom, you/your child is under no obligation to take part. Only pupils whose parent/guardian has given explicit permission via the Consent Tab on Aladdin will be allowed to join a Zoom meeting.

### **General Rules:**

- Taking and/or sharing photographs / screenshots of the Zoom meeting is absolutely forbidden due to Child Safeguarding and Data Protection.
- Recording a Zoom meeting by any means is absolutely forbidden for the same reasons.

### **Pupils:**

- Remember that our school Rules for Good Behaviour (available on rathpeaconns.com) are still in place, even when online.
- When joining a Zoom meeting you must be supervised by a parent / guardian at all times.
- You must be appropriately dressed in day clothing.
- Set up your device in a quiet space, with no distractions in the background.
- When joining a Zoom meeting please use a clearly identifiable name (first name and surname). Anyone not using clear identification will not be admitted for security reasons.
- Join the video with your microphone muted.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Be on time! Set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

## Parents/Guardians:

- Ensure your child is supervised at all times while online and follows the rules set out above
- Under no circumstances can pictures or recordings be taken of video calls by any means.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call. Bedrooms are not to be used.
- In the unlikely event of a Zoom/video call being hacked, please turn off your screen / remove it from the child's view. The teacher will immediately press "End Meeting for All" button and will then follow up with parents via e-mail
- Ensure that the school has the correct email address for inviting you to join video call apps and meetings. Please check your details on Aladdin Connect and amend if necessary.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
- Please ensure that your child is on time for a scheduled video, or they may be locked out.
- Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
- Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.

## Teachers will:

- Under no circumstances take pictures/videos of video calls
- Have high expectations regarding pupil behaviour online
- Only use tools or apps which have been approved by the school
- Seek to become familiar with the app to be used prior to using it with pupils
- Check that parent/guardian consent has been given before using the app
- Only admit participants if they recognise the email address/username as being connected to a pupil
- Will only work with pupils using the school's Zoom Education Account and never with a personal Zoom account
- Notify parents/guardians of the date, time, password and/or the link for a video call via email to the parent/guardian's email address
- Ensure the following:
  - The meeting is password protected
  - The waiting room is enabled
  - Recording is disabled
  - Screen sharing for pupils is disabled
  - Chat function is disabled
- In the unlikely event of a Zoom/video call being hacked, immediately press "End Meeting for All" button and follow up with parents via e-mail

It is important to note that any breach of these rules and guidelines by any party will result in a person being immediately removed from a meeting or a meeting being immediately terminated. It may also result in a discontinuation of this method of communication.

In this case, the child's parent will receive a report on the incident and sanctions in the school's Code of Behaviour will apply.