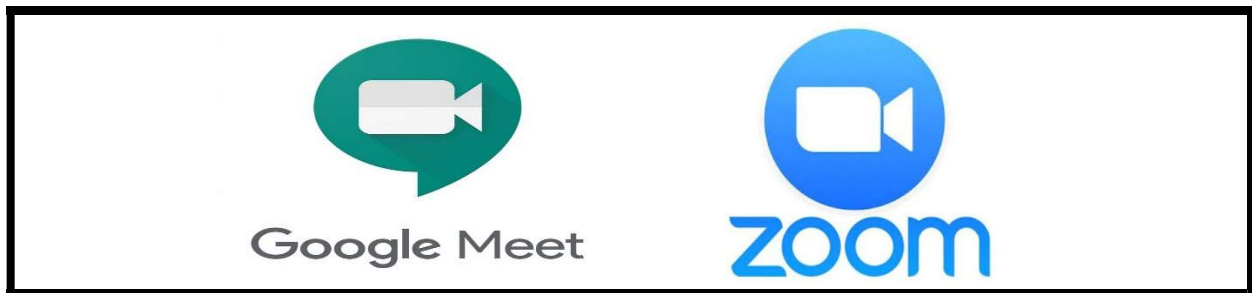




Slyne-with-Hest St Luke's Church of England Primary School Code of Conduct



'Zoom' and 'Google meet' are useful digital technologies that allow communication between home and school. We would ask all parents / carers and children to read the following code of conduct and remain mindful of its contents at all times. Children may be invited to join a Google meet or a Zoom meeting from school and by attending any such meetings 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 and in some cases, not allowed to attend further Zoom or Google meet sessions. Any behavioural or child protection issues will be dealt with in line with the school's safeguarding and behaviour policies.

Zoom or Google meets will be used for a variety of purposes:

- Allow pupils to see each other
- Allow pupils and staff to communicate about work
- Allow an online lesson to take place
- Allow specific groups to interact – e.g. a writing group

In order for these to happen we would ask that the following are strictly adhered to.

1. The Meeting ID and password will be contained in the lesson / activity link within the stream on Google Classroom. In signing a child into a meeting on any device or allowing older children to use the link, you are giving your consent to your child taking an active part in the online session. Please do not share the links with anyone else.
2. Children should access the meet from a suitable location in the home (nowhere private) and should be dressed appropriately for the session (no nightwear should be worn)
3. Please use your child's first name only to appear on the screen
4. Explain that the same standards of behaviour expected in school will be expected online and any child who is not behaving appropriately will be asked to leave / removed from the meeting and will not be invited to subsequent online meets.
5. We will disable the 'record' facility but if that is, for some reason available, no part of the session should be recorded and no images of the screen screenshot or photographed. The school may, under certain circumstances need to record the session but if they do no part of the recording will be made public.
6. If the meeting host mutes all contributors this must be maintained until your child is 'unmuted' or asked to unmute themselves.



7. The chat facility will only be enabled if it is going to be used as part of the activity. It should only be used when prompted by the host and no random or inappropriate comments should be made.
8. The facility to share screen will only be enabled by the host if that is needed for the activity and again should only be used to share appropriate things to the activity.
9. A child should not enter the meeting with audio only (which allows contribution without their image appearing). This is for safety reasons so we can see who is accessing the meeting at all times.
10. Pupils must not take screen shots or screen recordings of any online meeting.
11. Two members of staff will be on the screen or in the room in every meeting or in an exceptional circumstance when only 1 member of staff is present the session will be recorded – this is for safeguarding purposes and to facilitate the technical elements of the meet.