



Covid-19 Use of Google Meets/Zoom Behaviour Agreement

This document should be read in conjunction with the Schools Acceptable Use Policy, Safeguarding Policy and Behaviour Policy.

When agreeing to allow your child to access planned Google Meetings / Zoom Meetings during this time, it is with the knowledge that there is some risk involved in relation to the use of online video communications.

We must all work together to keep everyone safe as is possible. The following behaviour expectations must be understood and followed by all, if we are to minimise the risk to our school community.

School will:

- Provide an approach where risks have been assessed, and measures put in place to minimise risk, using guidance currently available
- Continuously update risk assessments and safety measures in response to new information from trustworthy sources
- Ensure only school staff set up Google meetings / Zoom Meetings (unless an alternative arrangement has specifically been made and authorised by the headteacher)
- Ensure school staff use their professional account to set up meetings
- Set up a secure meeting
- Share the Google meeting / Zoom meeting link only on Google Classroom / E-schools, where all children have access.
- Create a Google Meeting that is only accessible to pupils when logged into google meets using their school provided details
- Create a Zoom meeting with a password that is only know by pupils invited
- Specify the date and time of the Google meeting / Zoom meeting
- Ensure that all participants are muted and unmute individuals at appropriate times
- Ensure that recording is disabled for all participants
- Continue to follow school policies, including the Safeguarding and Child Protection Policy
- End the meeting if the safety of the staff member or children is compromised
- Any child or family not complying with the expectations outlined then the call for that individual will be ended
- Small group and 1:1 meetings will be recorded and saved on the school system

Child:

To keep everyone safe, I will:

- Ask an adult to help me log into the Google meeting / Zoom meeting call using the link shared on Google Classroom / E-Schools if necessary
- Make sure my adult stays in the room or in earshot at all times during the call
- Make sure I am in a central area of the house, ideally not in my bedroom
- Follow the school expectations for behaviour and be kind to everyone on the call
- Wait patiently for my turn to speak, and know that it is ok if I would rather just watch and listen. There is no expectation to say anything during the call.

- Ensure anything that I say or share (e.g. pictures) is appropriate
- Make sure that I do not share any photos of other people
- Understand that if my behaviour is not acceptable the class teacher may place me in the waiting room for 5 minutes or end the call. I will not be able to re-join the call once it has been ended.
- Tell an adult if I am upset or concerned about anything that I have seen or heard online

Parent / Carer:

I understand and agree that I will follow the following expectations:

- I will keep the meeting ID and not share it with anyone else, including on social media (WhatsApp groups, Facebook etc)
- The class teacher will close the waiting room 5 minutes after the start of the meeting. I understand that I may not be able to join the meeting after this time
- I will ensure that a parent/carer remains in the room with my child or within earshot for the full duration of the Google meeting / Zoom meeting
- I will ensure my child is in a central room in the house and ideally not their bedroom
- I will ensure that other members of my household understand that a Google meeting / Zoom meeting is taking place and that they should not appear in the background of the call
- I will try where possible to ensure that the background is neutral and does not contain any personal information.
- I will not take part in the call unless I need to support my child to understand what is being explained or to help my child to get their ideas across clearly. I understand that this is an opportunity for class teachers and children to connect. It is not an opportunity to discuss online learning or my child's specific needs
- I will not record any part of the Google meeting / Zoom meeting
- I will not share any sensitive information another child may say during these calls
- I understand and consent to the lessons being recorded and monitored
- I understand and am mindful that the webcam and microphone ability can be re-enabled by myself or child during the lesson
- I understand that Google Meets/Zoom has a chat function to engage and contribute
- I understand that if I have any non-lesson specific questions I can contact the school office