



Online Meetings – Code of Conduct

The following rules and guidance have been put into place to ensure the safety of pupils and staff during sessions held via Zoom. Please share them with your child and ensure that you supervise them when they are taking part in a meeting.

For everyone's safety, it is vital that these guidelines are followed at all times:

- Meetings will be organised by the school and will be for groups or classes of pupils
- All meetings are private and password protected. Meeting details will be shared with you by the school and this will consist of a link and password. This **must not be shared** with anyone else or shared publicly
- Please wear suitable clothing; you don't need to wear uniform, but you should be appropriately dressed
- Use a suitable area in your home with an appropriate background; bedrooms should not be used. Use a suitable background filter to ensure safety
- Children should be supervised during the meeting but the supervising adult must not be on camera and should not take part in the meeting
- The meeting, or any part of the meeting, **must not be recorded**
- Pupils will wait in a virtual 'waiting room' – this means that the teacher can check who is joining the meeting. To support this, pupils must join the meeting with their name (not their parent's/carer's name, or a nickname). **Teachers will not allow entry to any name they do not recognise.** School staff may ask pupils to confirm their identity via the camera function
- Language used during the meeting must be professional and appropriate
- Teachers have control of microphones and cameras and can block pupils from sharing their screen if necessary. They may do this when they are presenting to the class. Teachers can limit, or turn off the chat feature during the meeting
- The meeting will be led by a teacher and there may be another adult from school in the meeting (for example a teaching assistant or Miss Kinch). The meeting will end when the teacher leaves.

This guidance must be followed at all times when you are attending a meeting.

Your meeting details will be forwarded to you in advance of the meeting.

If you have any queries or concerns, please do not hesitate to contact school.

We are very much looking forward to seeing you online!