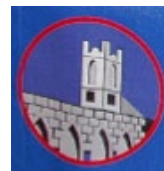# Scoil Naomh Iosaf Zoom Policy

Zoom Protocol as Outlined in the Acceptable Use Policy and Remote Learning Policy

During online learning it is expected that pupils will be on their best behaviour as they would be in the classroom. Our school and class rules still apply so pupils are required to listen to the teacher and each other, put up their hand to speak, respect other people's opinions and do their best. The school code of behaviour will apply in the event of misbehaviour by pupils while on a class zoom call. In line with our Child Safeguarding Policy, it is recommended that a parent/adult stay in the room with the child for the duration of the Zoom meeting/call. During individual or small group meetings with pupils, an adult should sit with the pupils to assist them in engaging with the teacher and completing tasks and activities suggested or demonstrated.

Children should be dressed appropriately and should take part in the zoom meeting/call in a communal area of the house e.g. kitchen, sitting room, office or other living space and not in their bedroom. If a child joins a zoom meeting from their bedroom, they will be asked to turn off their video and relocate to a different room before they can re-enter the meeting (from the waiting room). Parents/pupils must not record, take screenshots, take a snip, take photographs etc. of Zoom meetings and must not post any element of the meeting on any social media platform.

All zoom meetings will be scheduled by the class teacher or the Principal who will be joined by another teacher or SNA for the duration of the meeting. The meeting ID and Password will be sent to parents by text message. These details must not be shared with the child or any other person. As pupils of Scoil Naomh Iósaf are under sixteen years of age and not of the digital age of consent, parents must log in from their own Zoom account.

The Host (Principal/Teacher) will set the Zoom so that only he/she can share their screen. The host may assign the screen sharing facility to another teacher/SNA as required. The host may also allow a pupil share their screen for a specific purpose e.g. to present a page from their project/work. The host controls who can screen share at all times.

Participants joining the zoom meeting will initially enter the waiting room. They will be admitted by the host teacher at the time the meeting is due to start. The teacher and/or SNA will check each participant against the class list. All participants must have their camera visible and should be identifiable by name on the device they are joining with. If a child is not visible to the teacher or identifiable by name/parent's name, they will be immediately removed from the meeting and will not be able to re-join. The Zoom call will be recorded by the teacher.

The host teacher will mute all participants when they join the meeting or shortly after and they should remain muted unless given the opportunity to contribute to the meeting by the teacher. On occasion, break out rooms may be used where smaller groups of pupils have the opportunity to chat and share information or opinions. All break out rooms will be supervised by a teacher or SNA and the groups will return to the main meeting after.

When the meeting is over, the teacher will end the meeting for all participants. The teacher will end the meeting immediately should there be any inappropriate comments or content presented or any breach of the code of behaviour. Parents will be contacted and the child excluded from any further Zoom meetings.

To ensure pupil safety at Zoom meetings, each meeting will have a unique meeting ID and Password. This will not be shared except by text to the parents of the children in the class/group. Parents are requested not to share these details with any other person. In the unlikely event of a security breach, the host teacher will end the meeting immediately. The Principal and the Gardaí will be informed along with the Data Protection Commission and the school will implement the Data Breach Policy.

Guidelines for Joining and Participating in a Zoom Meeting

- If parents received an invitation link by email or text, click on the link to join the meeting.
- If parents are using the Zoom app on a Laptop, phone or tablet, click on the 'join' icon. Insert the meeting ID and click 'join'. Enter the Meeting Passcode.
- Click 'Join with Video'. Connect to audio or turn on the microphone if prompted to do so.
- A message will tell you to 'wait, the meeting host will let you in soon'.
- Pupils must have their camera visible and should be identifiable by their own name or their parent's name on the device they are using. If the teacher cannot see the pupil's name/parent name or see the pupil's face, the pupil will not be admitted to the meeting.
- When the pupil enters the meeting they will see a menu of options at the bottom of the screen. Here they can Join Audio or Mute/Unmute themselves.
- Tap the **…** at the bottom of the screen. Then tap 'Raise Hand' to raise a virtual hand to speak.
- Also Tap the **…** at the bottom of the screen to find Meeting Settings. All items in Meeting Settings should be turned to 'on'.

Remember the Following:

Remember our school rules - they are still in place.

Set up your device in a quiet space, with no distractions.

Join the video with your microphone muted.

Raise your (virtual!) hand to speak.

Speak in your normal voice. Use kind and friendly words.

Listen to others while they are speaking.

Ensure you are appropriately dressed.

Be on time.

Pictures or recordings of the video call are not allowed.

Enjoy! Don't forget to wave hello when you join!

- The meeting ID and Passcode must not be shared under any circumstances. If someone cannot find their meeting code they must email the teacher or contact him/her on Seesaw.
- Join the meeting from a communal space in the house – kitchen, living room, office. Do not join the zoom meeting from a bedroom.
- Make sure that an adult is close by at all times (but not visible on the screen).
- Virtual backgrounds should not be used without permission from the teacher.
- Pupils or parents must not post any part of the meeting on social media.

Thank you for your cooperation and we hope you enjoy Zooming with your class.