



Kingsmoor Academy



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Covid-19 Use of Zoom Behaviour Agreement

When agreeing to allow your child to access planned Zoom calls 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 as safe as possible. The following behaviour expectations must be understood and followed by all, if we are to minimise the risk to our school community.

Kingsmoor Academy will:

- Provide an approach where measures have been put in place to minimise risk, using guidance currently available.
- Continuously update safety measures in response to new information from trustworthy sources.
- Ensure only class teachers set up Zoom class calls (unless an alternative arrangement has specifically been made and authorised by the Principal).
- Ensure all Zoom calls are recorded as a safeguarding measure.
- Send the parents and carers the Zoom meeting ID and Password through Purple Mash.
- Set up a Random Meeting ID to ensure it is unique.
- Specify the date and time of the Zoom meeting.
- Ensure that the waiting room is enabled. The class teacher will admit one child at a time in order to verify identity.
- 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.
- Place any child or family not complying with the expectations outlined below in the waiting room for 5 minutes, or end the call for that individual.

Child: To keep everyone safe, I will:

- Ask an adult to log into the Zoom call using the Meeting ID and Password that was shared in Purple Mash.
- Follow the school expectations for behaviour and be kind to everyone on the call.
- Raise my hand if I would like to say or share something so that the class teacher can respond to me.
- 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 or do anything during the call.
- Ensure anything that I say or share is appropriate.
- Make sure that I do not share any photos of other people, even if they are in my family.
- 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 Password safe 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 will not be able to join the meeting after this time.

- I will ensure my child is dressed appropriately.
- I will ensure that other members of my household understand that a Zoom call 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. If possible, I could enable a Zoom virtual background. To do this click settings; click Virtual Background; click on an image to select the desired virtual background. All backgrounds must be suitable and appropriate.
- I will not take part in the call and 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 zoom call.
- I will not share any information another child may say during these calls.
- I will change the screen name to my child's first name.

1. **By joining a Zoom call, I accept and understand the expectations outlined in the Home School Agreement.**
2. **I understand that breaking these rules could endanger others and that the school may take action such as denying my child access to Zoom class calls for a specified period.**
3. **I understand that if my child acts in an unsafe way, the call may be terminated and they will not be permitted to re-join until they can be deemed safe to be around others**

Thank you for your continued support during these unprecedented times. We are working hard to ensure we provide opportunities to keep connected with you and allow the children to experience 'normal' aspects of school life.



@KingsmoorHarlow



If you believe it, you can achieve it!