



# ZOOM CLASS CONFERRNCING

## 1. Use of 'Zoom' for Class Conferencing:

### 2. Starting a Class

Before teachers use Zoom for the first time, they will visit the Educating Guide: 'Getting Started on Zoom' (See Appendix 1), and complete the steps in advance of their class to get themselves set up. Parental consent will be gained via email (Appendix 2).

Only teachers will schedule the class meeting in the Zoom application. They will set a specific date/time and copy the invitation details to send to their students.

\*Please note that students will not need to register for an account to join.

Teachers will join their class a couple of minutes early to ensure a proper connection, then follow the below tips for a quality online learning experience:

#### 1. Lock the classroom

If a class has started and all the pupils have arrived, teachers will lock their classroom to limit screen sharing to protect pupils. No uninvited individual will then be able to join.

#### 2. Virtual waiting rooms

Teachers will make use of the virtual waiting room. This feature of Zoom enables people who want to join the class, to be held in a virtual waiting room before being let into the classroom. This allows the teacher to check who each person is before allowing them entry. However, teachers may allow known students to skip the waiting room.

#### 3. Screen sharing

Teachers will make sure that pupils don't take control of the screen and will prevent them from sharing random content by limiting screen sharing. This will mean that only the teacher (host) can present to the class and control audio / visual settings if children wish to speak.

#### 4. Private messaging

Teachers will prevent private messaging between pupils, so that they can't talk to one another without the teacher's knowledge.

#### 5. Mute participants

A teacher, (as host), may mute a participant to ensure appropriate language use and behaviour.

#### 6. Stop Video

A teacher may, (as host), stop a participant's video to ensure appropriate visuals are maintained for the class group.

#### 7. Hold

A teacher may put a child on hold if, or when, necessary.

### Appendix 1

Getting Started on Zoom:

3. <https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf>

### Appendix 2

Parental Consent Email:

Dear Parent / Carer,

Your child has been given a code via 'Google Classroom', in order to access a 'Zoom' class meeting. To enter the virtual classroom, he/ she will simply need to 'click' the code. An account does NOT need to be created.

Teachers have put procedures in place to keep your child safe during the meeting. Please ensure that at home you also follow basic safeguarding rules, in order to ensure your child's safety:

- The computer screen should face outwards to enable you to monitor content along with the class teacher.
- The computer should be placed in a suitable room of the house (i.e. not the bedroom or bathroom), where adults are in attendance.
- No photographs of the Zoom meeting are to be placed on social media due to safeguarding and GDPR concerns.

Please read the 'Use of Zoom for Class Conferencing' safeguarding document on the school website for more information.

If you are NOT happy for your child to use the 'Zoom Virtual Classroom', please let your class teacher know by the end of this week. (This can be done via email during the Covid-19 virus lockdown.)

Yours faithfully

(Class Teacher)