

# **Covingham Park Primary School**

**Online Parent Guidance**

**Zoom Contact including Assemblies**

**Keeping safe online- parent information**

Staff will continue to work in line within our school’s policy and procedures on online safety, our staff code of conduct and acceptable user policy.

**Staff** engaging in online communication should display the same standards of dress and conduct that they would in the school environment; they should also role model this to pupils and parents. The following points should be considered:

* Consider the background; photos, artwork, mirrors- ideally the background should be blurred
* Staff and pupils should be in living spaces- not in bedrooms
* Staff and pupils should be dressed appropriately
* Resources/ videos used are age appropriate
* Zoom meetings will be recorded by school and kept on file for 2 weeks in the first instance

**School will:**

* Work in line with school policies
* Ensure all relevant staff have read and understood the relevant risk assessment associated with live online sessions
* Ensure there are two members of staff in a live online session

**Parents** will ensure:

* They/ their child/ren are in a communal living space- not in bedrooms
* Parents must be present in the room, but not contribute to the meeting
* Other siblings are not on camera
* They/ their child/ren are appropriate dressed
* They do not pass on meeting details to others
* Children should not be eating during live sessions, or have their phones at hand
* The technology is set up and prepared
* Children should be on mute, unless asked to unmute
* Cameras must be on
* There are no virtual backgrounds
* They/ their child/ren behave appropriately
* Children’s first names only should be on screen so we know who is being admitted to the meeting (go to “participants” then “more” then “rename”)
* Sessions should not be recorded by /children on any device or shared, but will be recorded by school

**By signing into the session with Meeting ID and Passcode, parents and pupils are agreeing to the expectations listed above.**

We expect all children to continue to follow the school rules and behave appropriately whilst online.