

Distance/Remote Learning through Zoom **Protocols for using Zoom**

Amendment to Acceptable Usage Policy February 2021

Message to Parents

Zoom is a platform to provide safe video and chat-based educational and fun experiences on computers, tablets and smartphones. Neither children nor parents/guardians need Zoom accounts but you will need access to the internet and a computer, phone, or tablet. You will also need a quiet space for your child to participate in Zoom meetings where they will also be able to be supervised by an adult. When you are admitted into the meeting by the teacher, your microphone will be on mute. Please keep it this way. Muting the microphone allows the teacher to speak to the class first.

Protocols for Parents and Children regarding Zoom

1. Children should not be alone with any device. A parent or other caregiver should be in the same room as the child if he/she is engaging in an online class.
2. Have a name on the device you are using that is identifiable so you can be admitted to the meeting.
3. Dress appropriately: regular clothes, no PJs!
4. Be aware of your surroundings: be mindful of noise from other people or pets which may impact on the quality of sound for participants
5. Be respectful of your teacher and classmates.
6. No food allowed: we don't want you dropping crumbs all over your keyboard!
7. Stay seated and stay present.
8. Be patient: this is new to a lot of people and it may take time to learn.
9. Have your screen visible at all times.
10. Keep your microphone muted until asked to unmute by the staff member.
11. Under no circumstances should any video/audio recordings be taken.
12. Under no circumstances should any photographs/screenshots be taken.
13. Ensure that the background visible for the video call is appropriate.
14. Please remember the video conference room is a classroom and the same school rules on behaviour and codes of conduct apply to this environment.

Protocols for Staff regarding Zoom

1. The parent/guardian must be sent the link to join an online meeting by Aladdin notice or email or the link may be included on a PDF Plan/Overview of the Week

sent to the parents. In addition to this, the link can also be put up as an announcement on Seesaw/Google Classroom.

2. A staff member who is speaking to a single pupil on Zoom should ask to say hello to Mum or Dad first.
3. All screens must be visible. Please ask the child to turn on their video if it is off during a call.
4. Admit participants to the meeting whose names on devices are identifiable. For most people it is a parent's name.

Signed: Marie Walsh (chairperson BoM) 16/02/2021

Mairéad Uí Íomhair (príomhoide) 16/02/2021