



School Code of conduct relating to the use of online video contact with parents and students



Standard Protocol (terms of use)

Context - Due to the Corona virus crisis currently effecting education, the use of online video apps. to support contact between teachers, students and their families has become essential. This process needs all parties involved to commit to following a sensible set of guidance in order to keep everyone safe and secure. At St Martins we are calling this guidance a code of conduct and asking staff, parents and students to say they understand and agree with it before using this way of talking to each other. We understand that not all households are able to or may not want to engage in this; in these cases we will make other arrangements to promote clear communication between school and home.

Review - We will review this code of conduct and are interested in all stakeholder's (ie. school staff, parents and students) views please contact the school if you wish to comment.

Code of conduct.

Consent – All parents must be sent a consent form, to enable their child to join a 'zoom' meeting but also agree that the child will be in a public room in the house (living room, dining room, study , kitchen, not a bedroom) and they will also be present during all meetings. To give consent parents will be required to send an email to the school reception to state they agree to all terms and conditions written in this code of conduct. Verbal consent may be give and followed by email.

Consent maybe withdrawn at any time.

Dress Code – All participants should be in smart casual clothing, minimum of T shirt and shorts, no crop tops, pyjamas, anything revealing. If a student is deemed inappropriately dressed they will be removed from the meeting by the teacher.

Location – All meetings should take place in a public room in the house, in front of a plain background (Parents agree to consent to say they will be in the room, not necessarily on the screen).

Groups – Parents agree that they/or a responsible adult will be in the room during all meetings. There MUST never be any two person only meetings, meetings will always conducted with a minimum of 3 people.

Computer usage – Due to 'zoom' being a social media platform, to protect staff, students and comply with GDPR, staff must ensure no other documents are open during meetings as this could be compromised by hackers, school laptops must be used to host meetings with no other windows or tabs open on the device during the meeting. We recommend the parent also ensures that the meeting window is the only one open on their device.

Accounts – There is NO NEED for students or parents to make a 'zoom' account, students can simply join meetings when invited by staff (Email will be sent to parents with joining instructions). As with all internet usage, no personal details should be shared unless the user is 100% confident they know who they are talking to. School will always host meetings.

Keeping meetings safe – When a member of staff is hosting a meeting they will email the parent with the sign in details, follow instructions which may involve signing in , once the teacher is happy that all participants are in the waiting room the teacher will accept them all in to the meeting, blocking their video and muting audio, once students all arrive in meeting they should then **lock** the meeting to ensure that no one else can join, either a late student or someone else (hackers, unauthorised personnel). The teacher will check with student they are locked.

During meetings – During meetings the protocol will be to lock video, so students can only see the teacher and not each other, also the teacher will be required to mute all participants and ask them to raise their hand before being unmuted. All students will also be disabled from group chat and video sharing (which the teacher can set up prior). Staff may open video to all for a hello and goodbye during each meeting.

Software

At St Martin we are currently using Zoom and Teams for meetings.