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

Standard Protocol (Terms of Use)

Updated July 2020

Context - **Due to the Corona virus crisis that is currently effecting education in the UK, the use of online video apps to support contact between teachers, students and their families has become essential.   Using online video apps for school work requires all people involved to commit to following a sensible set of guidance so that we can keep everyone safe and secure. At St Martins we are calling this guidance a 'Code of Conduct' and asking staff, parents and students to read and understand the code and for parents to give permission for their children to use online video apps under the guidance set out in the Code.**

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.

It is vital that parents check for emails from school regularly through the school week and inform school of any changes to email addresses as soon as possible.

Review - We will review this Code of Conduct and are interested in all stakeholders' (school staff, parents and students) views. Please contact the school if you wish to comment.

Code of Conduct.

Consent for students to access online video support – All parents/carers must be sent a and agree via a consent form to enable their child to take part in on line video events, this consent must be given at least once in the academic year.

To give consent, parent/ carers will be required to send an email to admin in school to state they agree to all terms and conditions written in this Code of Conduct. Verbal consent may be given and followed by email or via data collection sheets. (given to all parents/ carers at the beginning of new academic year or when joining the school mid term).

Consent for meetings

Parent/carers must either:

1. Ensure a responsible adult is present during the meeting, or
2. Give specific permission for the meeting to take place at a pre-arranged time. (permission must be given for each meeting)

Consent may be withdrawn at any time.

Invitations to meetings

Staff will send invitations to meeting via Email to Students and will copy (by Email) parents into all invitations. Parents do not need to respond unless they are giving permission for the meeting to take place without an adult present.

Records of meetings

Staff will keep accurate records of meetings, recording, timings, who was present and purpose of the meeting and any details of consent.

Dress Code – All participants should be in smart casual clothing. At minimum, this should be a t-shirt and shorts. Students must not wear crop tops, pyjamas or 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. If parents or another responsible adult are in the room during the meeting, they do not necessarily need to be on the screen. All participants should be mindful of what and who is in the background of the screen.

Groups –There **must never** be any two-people meetings; a meeting will always be conducted with a minimum of three 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 are allowed to be open on the device during the meeting. We recommend that parents also ensure that the meeting window is the only one open on their device. Teams meetings are hosted via the schools Microsoft account.

Accounts – There is **no need** for students or parents to create 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. All student have a St martins email which is linked to the schools Microsoft account.

Keeping meetings safe – When a member of staff is hosting a meeting they will email the student and parent details . Once received, follow the instructions included (which may involve signing in). Once the teacher is happy that all participants are in the waiting room, the teacher will accept them all into the meeting, blocking their video and muting audio. Once students have arrived in the meeting, they should then **lock** the meeting to ensure that no one else can join (either a late student or someone else such as hackers or unauthorised people). The school staff member hosting the meeting will check with students that 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 to beginning). Staff may open video to all for a hello and goodbye during each meeting.

Software

At St Martins we are currently using Zoom and Microsoft Teams for meetings

Written and reviewed July 2020 by:
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