

Zoom Acceptable Use Policy

In order to create a safe environment for pupils and staff when taking part in Zoom conference sessions, the following considerations must be observed:

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Zoom is only to be accessed by a device in a communal family space.
3. It should be supervised by an adult to deal with any technical difficulties.
4. Participants should be dressed appropriately when attending Zoom meeting.
5. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
6. Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
7. The Zoom meeting will be recorded by the hosting teacher and stored in line with the school's GDPR and ICT policy.
8. The Zoom meeting will be locked by the teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access, even with the meeting ID.
9. For participants, some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share. Participants will be muted by the host teacher on entry to the meeting.
10. Lastly the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.