

Rothersthorpe CE primary School



Teams and Zoom Communication Platforms Behaviour Agreement 2020

'Everyone is valued as an individual'

'Love your neighbour, as yourself' - Mark 12:31

When agreeing to allow your child to access planned Teams or Zoom calls, it is with the knowledge that there is some risk involved in relation to the use of online video communications. We must all work together to keep everyone as safe as is possible. The following behaviour expectations must be understood and followed by all, if we are to minimise the risk to our school community.

Rothersthorpe CE Primary School staff will:

- Provide an approach where risks have been assessed and measures put in place to minimise risk, using guidance currently available
- Update risk assessments and safety measures in response to new information from trustworthy sources
- Ensure only class teachers set up Teams or Zoom class calls (unless an alternative arrangement has specifically been made and authorised by the Head teacher)
- Ensure class teachers use their professional account to set up meetings
- Ensure a second school adult is present on all Teams or Zoom calls (or where the call is made on site, another adult may be present in the room)
- Limit the number of children to a maximum of one class in a Teams or Zoom call to support safeguarding and ensure all children can participate
- Set up a secure meeting using ID, passwords and a waiting room
- Email the primary carer from the school email address with the Teams or Zoom meeting ID and Password.
- Set up a Random Meeting ID to ensure it is unique for each meeting
- Specify the date and time of the Teams or Zoom meeting
- Ensure that the waiting room is enabled. The class teacher will admit one child at a time in order to verify identity
- Ensure children attending on-site provision can attend
- Ensure that all participants are muted and unmute individuals at appropriate times
- Ensure that recording is disabled for all participants
- Continue to follow school policies, including the Safeguarding and Child Protection Policy, Behaviour and on-line safety
- End the meeting if the safety of the staff member or children is compromised
- Place any child or family not complying with the expectations outlined below in the waiting room for 5 minutes, or end the call for that individual

Child: To keep everyone safe, I will:

- Ask an adult to log into the Teams or Zoom call using the Meeting ID and Password emailed to them
- Make sure my adult stays in the room at all times during the call
- Make sure I am in a central area of the house, and not in my bedroom

- Make sure I am wearing appropriate clothing – no pyjamas, dressing up costumes, swim wear, no inappropriate slogans on my clothing
- Follow the school expectations for behaviour and be kind to everyone on the call
- Raise my hand if I would like to say or share something so that the class teacher will know to unmute me
- Wait patiently for my turn to speak, and know that it is ok if I would rather just watch and listen. There is no expectation to say or do anything during the call.
- Ensure anything that I say or share (e.g. pictures) is appropriate
- Make sure that I do not share any photos of other people, even if they are in my family
- Understand that if my behaviour is not acceptable the class teacher may place me in the waiting room for 5 minutes or end the call. I will not be able to re-join the call once it has been ended.
- Make sure I have an appropriate background before starting the call
- Tell an adult if I am upset or concerned about anything that I have seen or heard online

Parent / Carer: I understand and agree that I will follow the following expectations:

- I will keep the meeting ID and Password safe and not share it with anyone else, including on social media (WhatsApp groups, Facebook, Instagram, Twitter, etc)
- If another family member needs to receive the email regarding access details to the Teams or Zoom call (e.g. if a child is going to be staying with a different parent), I will notify the school so that the email can be sent to the relevant parent/carers
- The class teacher will close the waiting room 5 minutes after the start of the meeting. I understand that I will not be able to join the meeting after this time
- If I miss the Teams or Zoom meeting, I will not be able to join a different meeting
- I will ensure that a parent/carers remains in the room with my child for the full duration of the Team or Zoom call
- I will ensure my child is in a central room in the house e.g. not their bedroom
- I will ensure that other members of my household understand that a Teams or Zoom call is taking place and that they should not appear in the background of the call
- I will try where possible to ensure that the background is neutral and does not contain any personal information. If possible, you could enable a Zoom virtual background. To do this click settings; click Virtual Background; click on an image to select the desired virtual background. All backgrounds must be suitable and appropriate.
- I will ensure my child is dressed in appropriate clothing – e.g. no bed wear, swim wear, costumes or inappropriate clothing slogans.
- I will not take part in the call and understand that this is an opportunity for class teachers and children to connect. It is not an opportunity to discuss online learning or my child's specific needs
- I will not record any part of the Teams or Zoom call
- I will not share any sensitive information another child may say during these calls

By joining a Teams or Zoom call I accept and understand the expectations outlined in the Behaviour Agreement.

I understand that breaking these rules could endanger others and that the school may take action such as denying my child access to Teams or Zoom class calls for a specified period.

I understand that if my child acts in an unsafe way, the call may be terminated and they will not be permitted to re-join until they can be deemed safe to be around others.

Child's name.....class.....

Child’s signature.....

Parent signature.....Date.....