



Guidelines for Parents and Guardians:

For Learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For Google Meet/Zoom:

1. Under no circumstances can pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into a video call if you can be identified by the display name on your zoom account.
6. Please ensure that your child is on time for a scheduled video call or they may be locked out of the session. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your details.
7. The pupils, using Google Meet, can access their link via their Stream on Google Classroom. They must log into their Google Classroom using their password protected accounts. The class teacher may also share the meeting link with you via email.
8. Make sure to familiarise your child with the software in advance. For video calls in particular, show them how to mute/unmute and turn the camera on/off.
9. Participants in the video call should be dressed appropriately.
10. An appropriate background/room should be chosen for the video call.
11. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>
12. For detailed information on GDPR and Google Meet, please visit [GDPR Google Meet](#).

Guidelines for Pupils:

Zoom/Google Meet

1. Pictures or recordings of the video call are not allowed.



2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Ensure that the backgrounds which are visible during the video calls are appropriate.
5. Raise your hand before speaking, just like you would do in class.
6. Mute your mic when you are not speaking.
7. Use headphones if you can to reduce background noise, when necessary.
8. Have your full name displayed on their Zoom/Google Meet account.
9. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
10. Show respect by listening to others while they are speaking.
11. Ensure that you are dressed appropriately for the video call.
12. Be on time - set a reminder if it helps.
13. Don't forget to wave hello to everyone when you join!

Supporting Policies:

[**Acceptable Usage Policy**](#)

[**Data Protection Policy**](#)