

Dear Parents,

As remote/home schooling is the norm again, we would like to politely ask parents/carers to read this information about the need for appropriate and safe 'zoom' use.

These are the steps that school staff have in place to safeguard your children whilst participating in zoom lessons:

- * Teachers have the highest level of privacy settings available applied to their zoom accounts
- * We do not record any of our zoom lessons and the teacher (as host) resumes full control of the lesson, including sharing their screen
- * Children cannot enter a zoom lesson without being accepted in by the teacher
- * The teacher has control to 'mute' all the children without them being able to unmute themselves
- * The teacher can remotely remove a child/pupil if there is inappropriate behaviour
- * Only the teacher can share their screen
- * All lessons have encrypted invites, unique meeting IDs as well as secure passwords
- * No file sharing is permitted
- * All children are 'muted' on entry into the zoom lesson with only the mic enabled for the teacher and teaching assistant until the meeting has been introduced, then the children will have their mic enabled too.

This is what we also request of children, parents/carers during live zoom sessions to ensure it is safe for all:

- * Children should be suitably dressed at all times and be in earshot of a parent/carer. Please can parents refrain from making comments during the meeting unless asked to by the member of staff or if there is an emergency. This may vary in different classes. Sometimes the activities the teachers do are just a bit of fun and to check the children are ok.
- * Parents/carers should be mindful that 'background noise' including their own conversations, is picked up on the child's mic for everyone to clearly hear - foul language is strictly forbidden and will result in your child being removed from the live meeting, causing upset to all.
- * Children should follow the same behaviour expectations that are already in place in school.

We also acknowledge that from time to time, due to internet peaks and interferences that some connections may be patchy. In this eventuality, you may feel it best for your child to exit the zoom meeting and to try next time.

Many thanks

Mrs Heath - Deputy Head/Computing/online safety subject leader