



Video conferencing (Google Meet & Zoom) Pupil Acceptable Use Policy

As we do our best to support the students of Rathfern Primary School with remote learning, we are reconnecting pupils and teachers using video conferencing on **Google Meet** and **Zoom**. Rathfern pupils can access *Google Meet* using their school **G Suite** accounts (@rathfern.org), through **Google Classroom**. To access **Zoom**, parents will need to download the *Zoom* application to their chosen device.

We are using a number of digital tools to support pupils, including *Google Meet* and *Zoom*. This agreement outlines the acceptable use of video conferencing between pupils and school staff.

Security and Privacy

Google Meet and **Zoom** employ their own security and privacy features which you can learn about by clicking on the links below:

Google Meet Security and Privacy - <https://support.google.com/a/answer/7582940>

Zoom Security and Privacy - <https://zoom.us/docs/en-us/privacy-and-security.html>

Acceptable Use

Although the platforms are secure, we will still need your help to ensure these tools are being used appropriately. We will attempt to have two members of school staff participate in video conferencing sessions with pupils but where this is not possible, **staff will record live sessions for safeguarding purposes only**. These recordings will automatically be saved to the school's secure cloud drive, and will not be saved locally to staff devices.

In order for pupils to participate in video calls with peers or school staff, the following terms must be adhered to:

- **An adult (parent/guardian) must be present in the room with a pupil** at all times during the video call with fellow pupils and school staff. **For younger pupils, the adult should be sat with the pupil** as the video conference call is conducted. Adults should play a supervisory role (and be aware of their child's conduct on the call) but do not need to actively participate.
- **Pupil's video feeds should be activated for the purpose of clear and effective communication on the video conference call.** Video should not be switched off during the video conference call for safeguarding reasons. Any pupils who repeatedly deactivate their video feed will be removed from the video conference session.
- **Parents/guardians should be mindful about what family activities could potentially be heard/seen during the pupils' use of video conferencing.** Where possible, pupils should use these tools somewhere that they can be monitored, but also quiet enough to concentrate on their video call.
- **If possible, it is advisable that the pupil sit in front of a plain wall/background.** The background for the video call should not feature any family photographs or personal information.
- **Pupils should be dressed appropriately** during video conference calls and make sure that there are no distracting materials or backgrounds.
- **Pupils should be punctual** when joining a prearranged video conference call, set up by school staff.
- **Pupils should communicate appropriately** with fellow pupils and members of staff during the video call.
- **Pupils should not use the 'chat' function in a video conference call session** unless they have been advised to do so by a member of the school staff.
- **Pupils/parents/guardians, should not take photos, screenshots, record any video, or audio, from these conference sessions.** Pupils do not have permissions to do so and it is a violation of the school's Acceptable Use Policy and E-Safety Agreement.

Please also refer to the Rathfern Primary School *Pupil Acceptable Use and E-Safety Agreement* when accessing Google Classroom and other content on the internet.

The *EYFS and KS1 Pupil E-safety Agreement* can be found [here](#).

The *KS2 Pupil E-safety Agreement* can be found [here](#).

What choices do I have as a parent or guardian?

First, you can revoke consent for your child to use the *Google Meet* feature within the *G Suite for Education*. If you choose this option, teachers will not invite your child to participate in *Google Meet* video conferencing sessions. **You will need to contact your child's class teacher to inform them of your decision.**

If you want your child to use the *Google Meet* feature to participate in video conferencing sessions with pupils and school staff, you do not need to do anything. Just ensure that an adult is present in the room when your child is participating in a school video conference call and that the terms set out above are being respected.

Version history

| Version | Date | Notes |
|---------|----------|--|
| 1.0 | 06/05/20 | |
| 1.1 | 19/06/20 | |
| 1.2 | 28/09/20 | |
| 1.3 | 01/10/20 | |
| 1.4 | 03/01/20 | Addition of 'Pupil video feed should be activated' |