



# Ferndale Primary and Nursery School

## Zoom Guidelines for Children and Parents

**When using Zoom you must follow the below rules. These rules are put in place to safeguard your child and the staff whilst connecting online using Zoom. By joining your child into a Zoom meeting you are saying that you understand and agree to these rules. Please make sure you share these rules with the children.**

Make sure you have a clear back ground with no personal items such as photographs on display. If this is not possible, please use a background. <https://support.zoom.us/hc/en-us/articles/360045819512>

Any computers used should be in appropriate areas.

Children are only to use the chat feature if directed to by the teacher. If your child is using the chat feature please remind them of the etiquette of how we communicate with one another. If a child uses the chat feature inappropriately, the feature will be disabled.

Mobile phones should not be present whilst a child is on Zoom.

The child only needs to be present in the screen.

Children must wear suitable clothing, as should anyone else in the household.

When your child is not speaking they must remain on mute. Language must be friendly and appropriate. If any inappropriate language is used or heard in the background the member of the staff will mute that child.

If there is a concern during a Zoom call then the teacher can record the lesson. By your child attending the Zoom gathering with their class you are agreeing to them being in the session and the session being recorded, if there is a need. The recorded lesson will be saved into a school file only.

Videos will be turned off for both pupils and staff if other children or adults in the household become unsettled or cause a disruption.

All children entering the Zoom meeting will be on mute to begin with so that the teacher can welcome the children.

When your child joins the meeting there will be a waiting room and the member of staff running the meeting will let them in.

Please note, if you are late for the lessons, you can still join. However, after 10 minutes of the starting time the meeting will be locked and therefore your child will not be able gain access.

The members of staff running the Zoom have the right to stop the meeting at any time.

The members of staff running the meeting have the right to stop any individual who should not be in the meeting or who is not acting appropriately.