



# GREEN LANE PRIMARY ACADEMY

Head Teacher: Jackie Walsh B.Ed (Hons)  
Green Lane, Acklam, Middlesbrough. TS5 7RU  
Tel: 01642 277407 Fax: 01642 277408  
[www.greenlanemiddlesbrough.co.uk](http://www.greenlanemiddlesbrough.co.uk)  
Twitter: @GLPrimary



## PROTOCOL FOR USING ZOOM

### Introduction

These protocols aim to ensure that live sessions with pupils at home, are safe, secure and continue to model the high standards set by our school with our pupils. This is guidance for running live sessions over Zoom and how to do this safely and best engage the pupils.

### Principles of Live Sessions

- Adhere to the school's staff and pupil behaviour policy – professional attire, language etc. Treat a live virtual classroom just as you would at school.
- Adhere to the school's ICT policy – acceptable use of ICT - and Remote Learning Policy
- Turn your camera on and have your camera at eye level.
- Stay muted unless you are talking to reduce background noise.
- Make sure you sit in a well-lit room, ideally not a bedroom.
- Be mindful of what is going on behind you. Think about having a solid wall behind you, not a mirror or turn on a virtual background.
- Do not post pictures of your virtual class on social media or elsewhere online.
- Pupils in school who are participating in Zoom sessions, will always be part of a group which is supervised by a member of staff.

### Parental Consent

Please note that it is advised Zoom accounts are only accessed by people over the age of 18. If parents would like their child to be part of a zoom call, we ask that they help to set this up and join the room. Please be aware that parents are consenting to their child taking part in a call that features video and audio facilities.

For safeguarding measures, at least two members of staff will always be present in every Zoom session.

### Using Zoom

- Pupils under the age of 18 should not go to [www.zoom.us](http://www.zoom.us) to create an account because:
  - (i) they should only be joining Zoom meeting sessions as participants (not separate account holders) through the School Subscriber's account and
  - (ii) minors are not permitted to create an account as per Zoom's Terms of Service.
- We will share the link to meetings in advance.
- We will give pupils a few minutes to file in at the start - please aim to be prompt.
- We ask parents to ensure that this time is given to children to talk to the class teacher. If parents have any questions, we ask that these are addressed via email.
- Teachers will have control over the screen sharing facility.

- The Waiting Room feature will be used to protect our Zoom virtual classroom and keep out those who are not supposed to be there, as we allow them access one by one to the virtual classroom.
- The chat facility will be controlled by the host.
- A participant will be removed due to behaviour or if they are unknown. If someone who is not meant to be there manages to join our virtual classroom, we can easily remove them from the Participants menu.
- It is best practice to generate a random meeting ID for each session, so it cannot be shared multiple times.
- We will create a password and share with our pupils via school email or our school platform (google classroom Y4-6), so only those intended to join can access a virtual classroom.
- Pupils cannot join the class before the teacher joins - a pop-up that says, "The meeting is waiting for the host to join" will appear.
- Teachers will disable participant annotation in the screen sharing controls to prevent pupils from annotating on a shared screen and disrupting the session.
- We will always exit the live meeting for all at the end.

Most importantly, we are aiming to have fun with this technology and engage in social interaction virtually, so that we can see the children and they can see their friends - something that we are all currently missing.