



Hull Collaborative Academy Trust Staff

ZOOM/Teams Acceptable Use Policy March 2020

HCAT Policy Summary		
	Section Applies	Other Information
Introduction		
Purpose:	Y	
Aim(s):	Y	
Wider Trust aims/ethos:		
Consultation:	Y	For Trustee approval
Sources and references:	Y	
Principles/values:	N	
Procedures	Y	
Definition:	N	
Equality Impact:	N	
Health and safety:	N	
Planning:	N	
Teaching:	Y	
Organisation:	Y	
Homework/parent partnership:	Y	
Resources:	N	
Assessment:	N	
Monitoring and evaluation:	N	
Policy Key Information	Date	Other Information
Owned By	SW	
Original date	May 2020	
Approved By		
Review Schedule	3 yrs	Or when required
Amended dates		
Minimum Review date		
Linked policies	Y	E Safety, ,GDPR

Date: MM/YYYY

Review Date: MM/YYYY

Staff Zoom/Teams/ Video Conferencing Acceptable Use Policy **Draft Awaiting Trustee Approval**

Aims

The Trust has chosen Zoom as its remote meeting and learning software. Teams is also available as part of the Office 365 suite and the same protocol should be adopted.

This should enable at distance learning and staff communication in the current circumstances and in the future.

Purpose and Procedure

In order to create a safe environment for pupils and staff when taking part in Zoom conference sessions, the following considerations must be observed:

1. The acceptable use policy must be sent to parents through Class Dojo/Tapestry before communicating through Zoom.
2. Parental agreement to the acceptable use policy and consent is assumed upon request of meeting invitation and activation of the Zoom meeting.
3. Video conferences must be within school hours.
4. Staff must inform SLT or phase leader of the scheduled Zoom meeting.
5. Staff must note the date, time (start & end of the session) and pupils present during the Zoom meeting.
6. Any video conference must have a minimum of 3 participants and be recorded for the safeguarding of teachers and pupils. Staff are not authorized to hold a 1:1 session.
7. Pupils must be informed that the session will be recorded at the beginning of the meeting.
8. The host teacher must ensure that 'join before host' settings are disabled and will maintain full control over the meeting, including the ability to mute or unmute participants as well as expelling participants.
9. Once Zoom session is underway and expected participants are logged in, the meeting is to be locked so it cannot be accessed by unauthorised attendees.

10. When a video conference finishes, pupils should exit Zoom first and the teacher should close the session once complete.
11. Teachers must communicate any inappropriate behaviour or safeguarding concerns to SLT and record on CPOMS.
12. Communication should remain professional as it would within the classroom.
13. Staff are to be mindful of their background i.e. noise and other people around.
14. Recordings of Zoom meetings must be promptly uploaded to the shared drive and deleted from teachers' personal devices.
15. Teachers must continue to adhere to the school's ICT acceptable use policy.

References

Please see further advice on Zoom contact with pupils.

<https://www.childrenscommissioner.gov.uk/coronavirus/keeping-classrooms-safe-online/>

<https://blog.zoom.us/wordpress/2014/06/03/spotlight-security/>