



Hull Collaborative Academy Trust

Parent and Pupil Zoom/Teams/ Video Conferencing Acceptable Use Policy March 2020

HCAT Policy Summary		
	Section Applies	Other Information
Introduction		
Purpose:		
Aim(s):	Y	
Wider Trust aims/ethos:		
Consultation:		
Sources and references:		
Principles/values:		
Procedures	Y	
Definition:		
Equality Impact:		
Health and safety:		
Planning:		
Teaching:		
Organisation:		
Homework/parent partnership:		
Resources:		
Assessment:		
Monitoring and evaluation:		
Policy Key Information	Date	Other Information
Owned By	TJH	
Original date		
Approved By		
Review Schedule		
Amended dates		
Minimum Review date		
Linked policies		E Safety, Data Protection

Date: MM/YYYY

Review Date: MM/YYYY

Parent and Pupil Zoom Acceptable Use Policy

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 with our children and Parents 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 Kaleidoscope Zoom/Teams video conference sessions, the following considerations must be observed:

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Zoom is only to be accessed by a device in a communal family space.
3. Audio and video functions must both be enabled during the meeting to safeguard both pupils and staff.
4. It should ideally be supervised by adult to deal with any technical difficulties.
5. Attendees should be dressed appropriately.
6. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
7. Recording, photos, or screenshots of the Zoom meeting are not allowed by participants.
8. The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy.
9. The Zoom meeting will be locked by teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with meeting ID.
10. For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat, and screen share.
11. Lastly the same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.

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/>

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