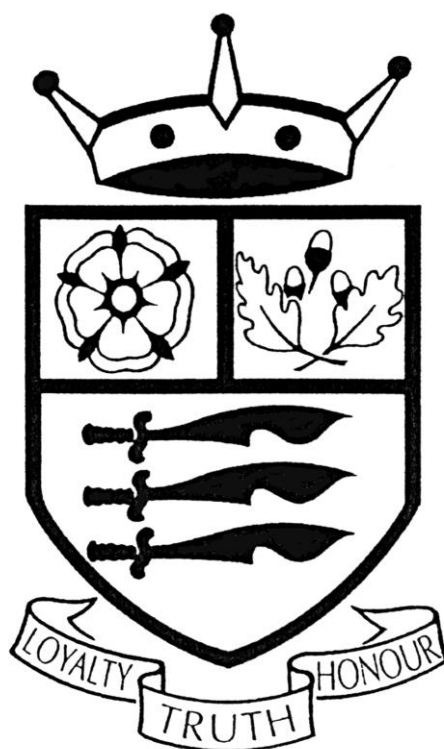


WEST LODGE PRIMARY SCHOOL



Draft Video Conferencing Policy

West Lodge Primary School
Draft Video Conferencing Policy

March 2020

Rationale

The aim of the School is to emphasise that the curriculum should meet the needs of each pupil. The staff, parents and Governors should strive to work in partnership to best achieve this goal.

The use of information and communication technologies (ICT), including the Internet, has developed rapidly and now involves every pupil and member of staff. The Internet has become an integral part of children's lives, enabling them to undertake research, talk to friends and access information from a wide range of sources. However, increasing use of the Internet, in and out of school, brings with it the need to ensure that learners are safe.

Internet development is constantly evolving into ever more innovative areas, with many websites enabling amazing creativity and interaction between peers. Pupils interact with new technologies, such as mobile phones, tablets and the internet, on a daily basis and experience a wide range of opportunities, opinions and situations. The exchange of ideas, social interaction and learning opportunities involved is greatly beneficial but can occasionally place young people in danger.

Following school closure during the Covid-19 crisis of 2020 West Lodge Primary School has developed the use of video conferencing using the Zoom platform.

Video conferencing enables users to see and hear each other between different locations. It is a real time, interactive technology and has many uses in education. The video conferencing equipment uses a network to communicate with the other site. The school takes the following precautions to ensure the safety of staff and pupils.

General

- Unique log on and password details for the educational videoconferencing service are only issued to members of staff and kept secure
- External IP addresses are not made available to other sites or made visible to external parties
- Video conferencing contact information is not put on the school website
- Administrator has oversight and will check the log of all meetings that have been scheduled
- Ensure that the system settings have been established appropriately:
 - Only staff members are able to initiate a meeting and act as a host
 - Personal Meeting ID (OMI) disabled by default
 - Only the host (staff member) will have the ability to share a screen
 - Only the host (staff member) as the ability to record a session
 - Attendees are set as mute on entry – teachers should toggle off ability to unmute themselves at the beginning of the meeting
 - The chat function is disabled for attendees
 - The annotation function is disabled for attendees
 - The in-meeting file transfer function is disabled
 - If a participant is removed from a meeting the ability to re-join is disabled

School Staff will:

- Only use school registered accounts to host meetings, never personal ones
- Ensure the school registered account is only used for school purposes and not for personal use
- Keep their login details secure
- Make sure they are using the latest version of the app / software – install new version when prompted
- Share the invitation link with West Lodge pupils only – it will not be shared externally.
- If the host notices that an uninvited attendee joins the meeting then they should remove that attendee using the Manage Participants section
- If a pupil is behaving inappropriately in a session, then the host should warn the pupil, if it continues then the pupil can be removed from the session. Staff to ask SLT to follow up with parents before that pupil joins a future session.
- Only share the meeting specific invitation link and do not share their Personal Meeting ID (PMI)
- Only use a videoconferencing system that has been approved by the school (currently Zoom)
- Ensure that you have a safe and appropriate place with no inappropriate objects or information visible to pupils
- Take care to ensure that monitors and screens showing pupil faces and / or names cannot readily be overlooked and viewed by unauthorised persons
- Schedule and host all video conference sessions
- Ensure another member of staff is always in the meeting
- Keep a brief log of the meeting: What? When? Where? Anything that went wrong? Any inappropriate use of the system by pupils? Which other staff member was present?
- Ensure that materials to be delivered are appropriate for the age group of participants
- Use video conferencing for story-time sessions, short assemblies, pre-recorded teaching segments for a particular skill and circle-time sessions (live teaching of whole lessons is discouraged, but staff may want to record a teaching segment for a particular skill)
- Use Zoom to complement the curriculum (statutory and non-statutory) during the school closure period - please ensure that Zoom is not over-used (maximum three times within a week per individual)
- Ensure that video conferencing sessions are only carried out with groups of pupils and one to one sessions are not used
- Establish age appropriate ground rules with pupils at the beginning of the session
- Consider and put in place appropriate support required for SEND pupils – use of accessible language and images when sharing documents/images on the screen
- Consider pupils that are unable to access and join the meetings – keep a record of pupils not joining – follow up with parents sensitively

- Ensure live sessions are recorded to the cloud
- Disable videos for a story session to avoid distraction
- Ensure pre-recorded sessions are also recorded to the cloud, this will make it easier to send the link out
- Ensure that no form of social media is used with the children
- Not give out or share personal contact details or social media accounts
- Maintain professional boundaries when using Zoom and use appropriate language at all times
- Remind pupils about the safeguarding policy and reporting process

Parents

- Ensure that you have a safe and appropriate place with no inappropriate objects or information visible
- Ensure that you have read and understood the responsible ICT use policy (this was completed on the admission form)
- Ensure pupils are accessing appropriately and using the tool appropriately
- If a pupil is behaving inappropriately in a session, then the host (staff member) will warn the pupil, if it continues then the pupil may be removed from the session. A member of the school leadership team will follow up with parents before the pupil joins a future session.
- Agree to sessions being recorded by the school and saved securely by the school
- Ensure that pupils are supported with any video conferencing sessions and supervised where appropriate
- Ensure that the invitation link or the link to a recorded session is not shared with anyone or on any form of social media
- Ensure that the pupils have the correct environment for taking part in a video conferencing session
- Please note that the recording, taking screenshots or photographs of any session is not permitted. Online sessions must not be reproduced in any other way.

Linked Policies

Safeguarding Policy
 Staff Code of Conduct
 Staff Handbook
 Online Safety Policy