



Polehampton CE Infant School



## Parental Agreement for Video Conference (VC) Sessions

**At Polehampton C. of E. Schools, we aim to use video conferencing to safely maintain our links with our children in times where our children and staff are not at school together.**

- We want to provide an opportunity for our staff and children to stay in contact with each other. We will use video conference technology to provide a secure meeting place for our children for a few minutes each week so they feel less isolated, can talk about things that are important to them at this time and have fun checking in with their classmates and staff.
- We understand that we are “coming into your homes”, which is very different to the normal school experience. We have carefully created a Code of Conduct and User Guidelines to ensure everyone is safe and supported in this environment. Please read the following so you are fully aware of the rules to allow our video conferencing sessions to take place safely for everyone. You will need to complete the online “Forms” to show you give consent for your child to join their class’s room and that they will comply with all the rules.
- We are going to be using Zoom as our VC platform. All our staff are trained in using Zoom. We are using a more tailored version of Zoom than the free version – for example, we have turned off the chat facility.
- This is a new way of working for our staff, so we ask for your patience as we develop VC as part of our blended curriculum, should we have further home-schooling scenarios. This is not instead of the other elements we were offering before, but something to complement our offer and allow regular contact with children.
- We want to encourage positive use of technology in the home, so whilst the rules are to protect children & staff during our sessions, they are also there to model **safe use of technology in the home**. We will teach children these rules in school, but as the adult in charge at home, you need to reinforce these messages for school sessions as well as any other time they are online. As children become more confident with using video conferencing, however, you will need to ensure you monitor how they are using them, particularly as they get older and are more keen to be independent.
- Please note that the school is not responsible for the quality of your video conference connection. The quality relies heavily on your internet connection at home and the device you are using.

### Code of Conduct

1. Please read these and complete the Microsoft Form to indicate you agree to these points and you will support your child to follow the rules. Only if we have your agreement, can we offer your child VC sessions.
2. Meeting IDs and passwords are for the purpose of joining the session your child has been invited to. It is not permitted to share these details. Please do not share them in any group, such as WhatsApp or Facebook. If information is shared, your child might not be allowed to attend further sessions.
  - **Good for children to learn about keeping passwords safe**
3. No images/recordings of the video conference are to be taken or shared on social media. Should we discover that you have shared details, it may result in your child not being able to join future sessions.

- **Good for children to learn that they can't share images without permission.**
4. Only the teacher will be allowed to record the VC sessions. Every session is recorded and stored for a short period of time.
  5. By signing this agreement on Forms, you are giving permission to the school to record your child during the video conference, for safeguarding and monitoring purposes only.
  6. The children must follow the behaviour policy of the school during these sessions. If your child does not follow these rules, they will be removed from the session.
    - **It is good for children to learn that their behaviour online needs to match their behaviour "in the real world". Children can feel that the screen gives them protection from the rules; they can act more impulsively or do things they wouldn't usually do. All good learning!**
  7. Parents are not to engage in conversation with teachers during the session – please contact us in the usual way. This session is for the children only.
  8. The video on the webcam must be switched on at all times. If the video is switched off, your child will be removed from the session.
    - **Good for children to learn that they need to know who they are really talking to online.**
  9. No other child nor adult is to be seen on the screen, as we are aiming to mirror a school session.
  10. The children must log in with their first names plus surname initial if there are two of the same name in their class. If they do not name themselves correctly, they will not be admitted into the session.
  11. Children are to arrive in the waiting room 10 minutes prior the session starting. The teacher will admit them one at a time. The room will then be locked at the start time. This gives us additional security.
    - **Good for children to keep to routines and being on time for lessons.**
  12. There is to be no use of virtual backgrounds – this drains bandwidth.
  13. Sessions should take place in a shared family room - children should not be in their bedrooms.
    - **Good for children to learn that all devices should stay in shared family rooms - it is inappropriate to use video conferencing in bedrooms which could be more private.**
  14. Please make sure your child is appropriately dressed to attend the video conference. No need to wear uniform.

### **User Guidelines & Further Information**

1. We will show your child how to log on at school and to do things like to mute and unmute. However, these are skills best practised when doing the sessions at home, so our first few sessions will need to focus on these technical aspects. If you use Zoom, you could practise these rules at home too. Whilst we only want children on the screen, an adult might need to support with technical aspects depending on the age/confidence of each child. Also to supervise behaviour if you think that will support your child.
2. The video conferences will be for approximately 20 minutes, i.e. not full lessons
3. Should you lose the ID or Password, please contact the class teacher by email, giving 24 hr notice before the video conference. Less than 24 hr notice may mean that you are not able to connect into the lesson.
4. The school will do its best to give at least 24hr notice if there is a reason that class may need to cancel.
5. Please be aware that everything is shown on camera and heard through the microphone!
6. Please be aware of the background your child is seated in front of, i.e. family photos, etc... If you can keep it simple and plain, that is less distracting.
7. Do not sit your child in front of a window. This will cast a dark shadow.

8. The area your child is seated in needs to be as quiet as possible so they can hear the audio clearly and see the image on the screen.
9. If we move onto doing activities, it would be good to use a surface that allows paperwork next to the computer/device.
10. FYI – the “chat” facility will be turned off, so we can all focus on the speaking and listening aspects of each session.
11. Positive language and the school behaviour policy is to be used at all times.
12. If you lose internet connection during the session, you will unfortunately not be allowed back into the room because it will be locked.
13. If the teacher loses internet connection, Zoom will move the children back into the waiting room. We advise you wait about 10minutes, which might allow the teacher to reconnect. If the room does not re-open, we apologise and will see children again at the next session.
14. We will use a range of group sizes. To start with, it is likely that we will have smaller groups, so we can all get used to the technology.
15. Training tells us that VC sessions will look different for the different age groups, so if you have children in different year groups, the sessions might be different.
16. If any future period of lockdown is for an extended period, we anticipate that the exact content of the sessions will vary and develop over time.
17. The session will be recorded for monitoring and safeguarding.

If any of the rules are broken, consequences could include

- your child being removed from that session immediately and/or future sessions

Parents would be contacted to discuss the matter further.

### Further reading

The **NSPCC** have a huge amount of excellent materials to support parents with keeping children safe online.

- Specific information on Zoom - <https://www.net-aware.org.uk/networks/zoom/>
- Live streaming and online video apps - <https://www.nspcc.org.uk/keeping-children-safe/online-safety/livestreaming-online-video-apps/>
- General online safety - <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

**ThinkuKnow** is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline.

- General parent advice section - <https://www.thinkuknow.co.uk/parents/>
- Live streaming – **a very good 5 minute watch!!!** - <https://youtu.be/6S5cFxoTATs>

**Now please sign the Forms to give your agreement and consent – one for each child please**

**Thank you!**

<https://forms.office.com/Pages/ResponsePage.aspx?id=LPXXs6Pg00eiarnBIP0I9x3iBddUBVVCpavfI7uQekhUNFBWNURYVfkwNlc4NFZWW0dIRIRBWEY2Wi4u>