



# Protocol for Using 'Zoom' Remote Teaching at Home

## Overview for Parents

- Your student will need access to a computer or tablet that has audio. Most come with a webcam and a microphone but it is important to check it works and the volume is turned up.
- You will need a strong WIFI connection speed to run 'Zoom'. During this period we expect there to be a far higher than normal volume of web traffic that can lead to issues with accessing this service. Steps that can be taken on a personal level to mitigate these are: check that there is no unnecessary strain on your home internet at the time of lessons and, if you are on a 'limited data plan' with a cap for your home broadband, please monitor your usage.
- The 'Zoom' app will automatically begin to download onto your home computer when you attempt to join your first lesson. However, you can download the app in advance from:

[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

- Students need to use their real name as a screen name so we can ascertain it is them, for example footiefan04 means we have no idea who is entering the class and they will not be allowed in.
- Your student should be seated at an appropriate height table on a chair in a room that has minimal distraction. Students should be dressed appropriately for a lesson, wearing clothes suitable for being seen in public; school uniform is not necessary. In order to safeguard students, it is important that they are not in their bedroom during the class.

## How Will a Lesson Work?

- The lesson is allocated 50 minutes but the actual length of the session may vary depending on how much teacher input is required and there may be further independent work based on the 'Zoom' lesson set by the teacher.
- When your teacher has arranged an interactive lesson they will contact all students and parents via Showbie with an invite link, ID number, password and time/date of the lesson. It is vital that you keep this safe and do not share it with anyone else.
- Please see the following link on how to join the lesson: How To Join A Zoom Meeting  
[https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)
- Before the session is due to begin, please access the email and click on the join link in the meeting invite or enter the ID into the Zoom App. You will be asked to enter a password. You will then see a host window where you simply click on join the conference via computer and join with computer audio.
- As soon as the lesson is finished the teacher will terminate the call and the children may be left with tasks to complete in a given timeframe.
- We aim to offer a range of screen-based and off-screen activities to ensure a balance for students.
- Teachers will be available via email on their normal working days, Please allow 24 hours for responses.

## **Safeguarding**

- All staff are fully vetted and DBS criminal checked. They have all undergone recent Safeguarding training. Teachers will receive their own protocol regarding using Zoom. Safeguarding will still be followed up during the period of online teaching. The lessons will also be recorded by the teacher. If only one student is in attendance at the lesson, the lesson will be cancelled by the teacher and rearranged. Only the teacher will be able to share their screen during the lesson.

## **Information for Teachers**

- Lessons taking place should be normal teaching practice and the video environment should be considered a 'classroom'. Teachers will have the same expected professional behaviours and safeguarding roles as they would in school.
- There are additional responsibilities and considerations as laid out below.

Any lesson must take place using the St Augustine preferred platform which is currently Zoom. We are looking into other options but please use this for now.

Advanced security procedures that Zoom creates ensure the environment is safe and secure.

These include:

- A unique password for teacher's Zoom room
- Recording feature is to be used and the teacher will remind the students of this at the start of the lesson
- Student screen sharing is disabled
- Teacher controls who can enter from the Zoom Waiting Room
- Teacher can remove anybody from the lesson at any time and end the lesson if needed. The teacher must use the End the Meeting for everyone function.
- Please can the teacher ensure their screen name is set to Mr.../Miss.../ Mrs... etc.

## **Session and Data Management**

- Teachers must ensure that the operating system and Zoom App in use during lessons are kept updated in order to ensure that lessons are protected against emerging security threats
- Teachers are permitted to use the 'share screen' function taking special care to choose specific resources and not their entire desktop. Students are not permitted to use this function and this will be disabled by the teacher as the host.
- The live lesson must not be recorded on a personal device please use your school laptop, nor should any photographs be taken under any circumstances.
- All other web browsers and programmes not related to the lesson must be closed before starting the lesson
- You may wish to use the chat function. As the file is recording, this will all be saved.
- When the meeting is finished Zoom goes into a conversion programme to allow you to save the file format. Please create a folder called ZOOM so all recordings are saved in one place. It saves the meeting as "playback", and the chat file as "chat", please rename these with the date and year group of the lesson.

### Location of Lessons

- Teachers can use a Zoom Virtual Background setting if preferred to hide the teaching space but this is a choice as it may interfere with learning.
- Any furniture, pictures and ornaments visible in the teacher's teaching space should be non-distracting or school appropriate (e.g. posters, images).
- Care should be taken to minimise visibility of any personal items (e.g. family photos).
- Lessons should take place in a suitable quiet space without intrusions from others or movement taking place behind the teachers visible on camera.
- Teachers are advised to situate themselves so that their webcam is not pointing towards a window. This will help to make their video stream clearer.
- As per our standard safeguarding policy, use CPOMS to report any safeguarding concerns. There is a duty DSL available at all times as per our rota. Teachers know how to act if they have any concerns about a student/parent/carer.

If you are interested please see below links to some articles regarding Live Lessons:

<https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>

<https://www.teachertoolkit.co.uk/2020/03/29/zoom-safeguarding/>