



Hassocks Infant School

Zoom calls - information for parents and carers

Many schools have turned to online video-conferencing platforms to continue their teaching during the Covid-19 Pandemic. One of the most popular platforms is Zoom. Hassocks Infant School will begin to use Zoom to further support the learning of, and stay connected to, our classes. This document has been prepared to aid families to understand how to use Zoom safely.

Downloading Zoom

Zoom can be downloaded from the company's website, <https://zoom.us/download>. It is vital that you only download Zoom from this site, as downloading other versions from other sites may not be safe. The best way to ensure you are downloading a safe version of Zoom is to only go to the authorised company website. It is also important you set up your Zoom account using your email address and not via your Facebook login as this does not offer the same level of protection to your personal information.

Good Practice with Zoom

1. Don't advertise the Meeting ID and Password

Each Zoom Meeting has a unique ID number and password. We will give these to meeting participants directly (e.g. via ParentMail). We will not put them somewhere where anyone can see them (for instance, on the schools' Facebook page or website). Participants are requested not to share the ID number or password with anyone else (even if they are a known member of the school community).

2. Use the Waiting Room option

We will have a meeting room enabled. Therefore, anyone who tries to join the meeting will be placed into a 'waiting room' where they will be shown a message stating "Please wait, the meeting host will let you in soon". The meeting host will then be alerted and can see those waiting by clicking on the 'Manage Participants' button on the meeting toolbar. Only those participants we are expecting in the meeting will be admitted.

3. Lock the meeting when everyone is in

Once everyone we are expecting has joined a meeting by the given time, we will not let anyone else in and we will lock the meeting.

4. Disable participant screen sharing

The host teacher will disable participant screen sharing. This means that only the host teacher will be able to share their screen with others. If the session requires the children to share any documents or photos from their computer, we will ask for these to be sent in advance.

5. Ensure that the meeting is recorded

The host teacher will record the meeting using the record facility in the Zoom program itself. No other recording of the meeting is permitted by any person other than the host teacher. This recording will be stored securely in line with GDPR guidelines.

6. Expel participants if necessary

The host teacher will have the ability to remove a participant from the meeting. As the meeting will be locked, they will then be unable to get back in. We should not need to do this unless there is a safeguarding reason or a behaviour breach.

Hassocks Infant School Zoom Rules

1. Sign in with your child's first name only (not their surname or any middle names)
2. An adult must be present in the room or close by (they do not need to be on screen)
3. Mute your microphone before joining the meeting and keep it muted unless asked to unmute
4. Be respectful and kind to other participants
5. Ensure you and your child are dressed in appropriate clothing (no pyjamas)
6. Ensure you are in an appropriate room in your house (e.g. somewhere your child can concentrate) this **MUST NOT** be a bedroom
7. Ensure the background of where you and your child are positioned is appropriate - download one of the Zoom default backgrounds if necessary
8. Support your child to participate in the sessions and uphold our normal behaviour expectations
9. Do not record the session

By joining a Zoom meeting organised by Hassocks Infant School, you agree to follow the rules stated above. Any breach of these rules, may result in you and your child being removed from the meeting by the host teacher.