Ashley Primary School

Video Conferencing Policy

Date: January 2021

Review: Annually

Staff Responsible:

Mrs. D Todd – Headteacher
Mrs. N Jewitt – Computing Leader
Mr. T Haram – Chair of Governors

Links to other Policies
The schools Video Conferencing Policy should operate in conjunction with other policies including those for Behaviour and Discipline, Anti-bullying, Safeguarding, Child Protection, Computing Policy, **School Acceptable ICT Use Policy, Children's Acceptable Internet and Computer Use Policy**, CCTV Policy, Data Security Policy, e-Safety Policy, Social Networking Policy and Safe and Appropriate Use of Images Policy. This policy has been strongly influenced by the work of the South Tyneside LA E-Safety Team and the Open Zone@The Word.

<u>Intent</u>
Ashley Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

<u>Implementation</u>
Ashley Primary School uses Google Suite for Education via our Realsmart platform. This ensures a more secure access to the google tools and allows the school to personalise access according to need. Specifically:

- Settings have been adjusted so that pupils can only get access to the class Google Meet if the teacher has invited them. Students cannot create a Meet. (EYFS & KS1 to access Google Meet via Class Dojo/Seesaw using parents email address)

- This is regardless of whether the teacher sets up a meeting with a code or a calendar invite. The teacher must be in the Meet for pupils to join.

- It is recommended that teachers set the meeting up using Google Classroom so that the meeting doesn't go live until the teacher joins.

- The only way a pupil can access a Meet if the teacher isn't in is when it is scheduled via a calendar invite. But once the calendar invite is deleted this goes too.

- When finished a teacher needs to leave Meet last otherwise the pupils in Meet can continue. Once Teacher has left no pupils can get back in.

Below are some things to consider when delivering virtual lessons with students, especially where webcams and Google Meet are involved:

1. You should not conduct individual sessions, no 1:1s, arrange to video conference with groups only.
2. There should be 2 members of staff in the Meet in order to manage the chat facility and to safeguard all participants.
3. In situations where there cannot be 2 members of staff then the Meet and chat must be saved in Google Drive.
4. All sessions should be recorded and participants must be made aware of this. This recording should be saved in a secure location and deleted within 10 working days.
5. Staff should record the length, time, date and attendance of any sessions held.
6. Staff and children must wear suitable clothing, as should anyone else in the household.
7. Any computers used should be in appropriate areas and the background should be blurred or neutral, devoid of personal photographs or items.
8. Meets should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
9. Language must be professional and appropriate, including any family members in the background.
10. Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils. (Class Dojo, Seesaw, Purple Mash, School Email, Google)
11. Staff should be aware of any children whose photograph is not allowed to be taken and ensure parents consent to their child's image on screen. If the parent does not want the child to appear live they should turn off the camera using tools in the Meet.
12. Participants must not take any screenshots or make recordings of the session in order to safeguard and protect the children taking part.
13. Participants should turn off microphones when taking part unless the teacher asks for them to be turned on.
14. The chat tool should be used to ask the teacher questions and communicate with each other in an appropriate manner.
15. The teacher should set protocols at the beginning of each session to address issues of behaviour and feedback. Reminding students of turning off microphones, cameras and being polite. Any follow up work should be completed and submitted in a timely manner.

Tips for Staff
- Arrange meets using Google Classroom.
- Make sure you are first into the conference.
- Check the walls behind your head for posters/letters/photographs you might not want to show.
- Dress professionally.
- Conduct the VC in a professional way just as you would teach a 'normal' lesson.
- Think about how you deal with pupils at risk whose photographs should not be shared.
- Try to have at least one member of staff in the conference so you have somebody to monitor and help facilitate the chat function.
- By using a calendar invite teachers can ask for parental consent for visibility and to abide by the AUP. Suggested text for the invitation:

    > *By joining this meeting you agree to abide by the AUP (Acceptable Internet and Computer Use Policy) and for your child to be visible to others. If you do not wish for your child to be seen, please turn off your camera.*

Tips for Parents
- Be in the same room as your son/daughter when they are in the VC.
- Think about your and their attire.
- Reduce distractions like turning off the TV and ensuring little brothers and sisters are out of view.
- Do not take pictures of the screen during a VC or video it.

Tips for Children
- Only use your school email to access the video conference.
- Be polite and respectful at all times.
- Conduct yourself just as you would if you were in school.
- Dress in an appropriate fashion.
- Ensure your space in which you are working is suitable (check the view the other participants will get).
- Try to minimise distractions around you.
- Do not record the session or take photographs or screen shots.

Impact
Staff, Parents and Pupils will use online learning tools and systems in line with privacy and data protection/GDPR requirements and do so safely.

Chair of Governors _____