



Teacher and Staff Acceptable Use Policy

Zoom/Teams



In order to create a safe environment for pupils, parents / guardians and staff, when taking part in Zoom/Teams lessons / meetings / conference sessions, the following rules must be followed by all members of school staff who are using Zoom/Teams with children:

1. By hosting and / or participating in a Zoom/Teams meeting with pupils, you agree to the terms set out in this document.
2. Hosts and attendees (and anybody in the household who may appear in the background) should be fully dressed in appropriate clothing.
3. The meeting ID is to remain confidential, and not shared to anyone that it was not designated to.
4. Set up a 'waiting room' so that children can only enter the meeting if you allow it.
5. Set the chat facility to Host Only before the meeting begins.
6. Mute attendees on joining
7. Turn screen sharing off for all participants other than you.
8. Make sure children have shared their videos initially, so that you know for sure that it is them who has joined the meeting (and not an imposter).
9. Ask children to turn off their videos when you are not teaching, except when needed.
10. Recording, photos or screenshots of the Zoom/Teams meeting are not allowed by participants.
11. When children enter and participate in a Zoom/Teams lesson / meeting, they must use their first name as their identification.
12. The same behaviour expectations that are set within a classroom apply to Zoom/Teams meetings and lessons. As such, the teacher retains the right to terminate a pupil's participation and contact their parent / guardian regarding any breaches of behaviour and / or this policy.
13. The Zoom/Teams meeting may be recorded by the hosting teacher and stored in line with school GDPR and eSafety policies. They may also copy text from the chat section as evidence of pupil understanding etc. If you record a Zoom/Teams meeting to share with other children, it must not include any images of pupils.
14. When are sharing your screen, make sure that you are careful not to share any form of sensitive or personal information about pupils or yourself. Where possible, only share the window that you need to.
15. Whenever and wherever possible, make sure that there is more than one person in the room / meeting, so that you always have witnesses to behaviours etc.
16. Whenever possible, use a virtual background (especially if / when teaching from home).
17. If you are not going to be at your computer, end the meeting for all participants so that they cannot communicate unsupervised.