**Zoom Call Protocols**

**Important:**

For video/Zoom calls, ***parental permission is implied****,* as the link to a video call will be communicated via the parent/guardian’s email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.

**Guidelines for Pupils:**

1. Remember to ensure you join each Zoom meeting using your ***full name or family name.***
2. Pictures or recordings of the video call are ***not allowed***.
3. Remember our ***school rules*** - they are still in place, even online.
4. Set up your device in a ***quiet space***, with no distractions in the background.
5. Join the video with your ***microphone muted***.
6. ***Raise your hand*** before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, ***using kind and friendly words.***
8. ***Show respect*** by listening to others while they are speaking.
9. Ensure that you are ***dressed appropriately*** for the video call.
10. ***Be on time*** - set a reminder if it helps.
11. ***Enjoy!*** Don’t forget to wave hello to everyone when you join!

**Guidelines for Parents and Guardians:**

1. It is the responsibility of parents and guardians to ensure that pupils are ***supervised*** while they are on Zoom calls.
2. Parents are not to take part and should not be seen.
3. ***Under no circumstances should pictures or recordings be taken of video calls.***

3. Ensure that the school has the ***correct email address*** for inviting you to join meetings.

4. The main purpose of the Zoom call is to ***maintain a social connection*** between the school staff and pupils. Encourage pupils to listen and enjoy the experience.

1. Be aware that when participating in group video calls, ***you can be seen and heard*** unless you are muted or have disabled your camera.
2. You will automatically ***enter a waiting room*** when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account. (i.e. Family Name).