

## Cromer Public School Zoom Guidelines

Attendance in Zoom meetings, whilst encouraged, is optional for Cromer families. Protocols for using Zoom have been written in the interest of privacy, safety and well-structured online learning environments. The protocols, explained below, outline the responsibilities for you, our students and teachers when using Zoom. The protocols align with our current technology agreement. By having your child log into a Zoom meeting, you and your child acknowledge these protocols and agree to participate in video conferencing adhering to these guidelines.

### Protocols for using Zoom

Zoom sessions delivered by teachers ***cannot be recorded or reproduced in any way.***

#### Parents:

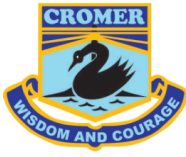
- Support students to access Zoom meetings.
- Support students to be in a quiet space and have a distraction free background behind them or blur their Zoom background.
- Support students to check their computer camera and speakers in advance of the meeting.
- Understand the student protocols below and support your child/ren with these.
- Parents are not allowed to participate or be on the screen during a Zoom meeting.
- Remember this is a time for the children to engage with their teacher. If you have a question about the learning, please speak with the class teacher via your child's online learning platform or email the school. Please note, teachers may not be able to respond straight away as they may be teaching.

#### Students:

- Ensure you are showing the school values - Respect, Responsibility and Achievement.
- Be ready to access the Zoom meeting on time.
- Check your computer camera and speakers in advance of the meeting.
- Make sure you have a distraction free background or blur your Zoom background.
- No nicknames are to be used.
- Do not invite anyone else into your class's Zoom meeting.
- Ensure you are wearing appropriate clothing when participating in a Zoom meeting.
- Come prepared and ready to learn.
- Keep your camera on so you, your teachers and peers can better engage.
- When using the chat function, do so sensibly, as you would when speaking to your teacher at school.

#### Teachers:

- Link to Zoom will be published by classroom teacher on their Stile page.
- Only conduct whole class or small group meetings. One-on-one Zoom teacher meetings will not be held.
- Remove and/or mute participants as deemed necessary.
- Teachers should utilise the waiting room function. Never allow students into or be left in a Zoom room without their supervision. Break out rooms are not to be used.
- Teachers to mark the roll and keep a record of who has attended the Zoom. Only accept students from your class into the Zoom.



- All students will need to have permission to participate in Zooms.
- Teachers to mute all students upon entering the Zoom.
- Zooms are optional for students.

**Helpful resources:**

Getting Started with Zoom – Teachers External link

Getting Started with Zoom – Students External link