



Guidelines on the use of Zoom in our School

April 2021

Background:

This document was drawn up as a guide for parents and staff as we begin hosting virtual meetings with classes in our school. The need for such a document follows the forced school closures and the continuing restrictions due to the Coronavirus pandemic. We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for learning and connection to take place under the watchful and professional guidance of the teacher. However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Behaviour and all of the school's policies apply.

Zoom is an online tool or application that allows video and audio communication to groups and individuals. This guide is to help Zoom meetings go smoothly for all and help everyone stay cyber safe.

Zoom is a live interactive platform. It is expected that pupils, families and staff will use the platform in a professional and ethical manner for the purpose of teaching and learning.

The use of Video Conferencing requires students and teachers to observe the following rules in order to ensure that both staff and students benefit from this way of teaching and learning. Students and Staff should never;

1. Post, stream or transmit any content, including live video, that violates this Policy in such a way that is offensive to students / staff.
2. Do anything illegal, facilitate any illegal activity, or promote violence.
3. Do anything that threatens, exploits or otherwise harms children or fellow students.
4. Engage in any activity that is harmful, obscene, or indecent. This includes offensive gestures, displays of nudity, violence, pornography, sexually explicit material, or criminal activity.
5. Engage in any activity that is fraudulent, false, or misleading.
6. Engage in any activity that is defamatory, harassing, threatening or abusive.
7. Store or transmit any data or material that is fraudulent, unlawful, harassing, libelous, threatening, obscene, indecent or otherwise inappropriate.
8. Send unauthorized messages or irrelevant material.
9. Misrepresent a user's identity or affiliation with any entity or organization, or impersonate any other person.
10. Harvest, collect, or gather user data without consent.
11. Violate or infringe any intellectual property or proprietary rights of others, including copyrights.
12. Violate the privacy of others or distribute confidential or personal information of others.
13. Engage in any activity that is harmful or disruptive to the operation of on-line classes. This includes transmitting viruses, malware or other malicious or destructive code or using tools that mask IP address location or to otherwise circumventing restrictions on use due to regulations or account closures.



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If school authorities are made aware of any abuse or infringement on these rules, the school will investigate the issue and take immediate, appropriate action where warranted in line with the school's Code of Behaviour.

Guidelines for using Zoom Remotely:

Due consideration should be given by all staff, children and parents prior to engaging in a virtual meeting within a school context.

Guidelines for Parents:

- Parents must give their consent in advance (via Aladdin Connect). Without this consent, pupils cannot participate in a video-conferencing session.
- Download and install "Zoom client for meetings from <https://zoom.us/download> if you intend to use Zoom on a PC or Laptop
- If you intend to use Zoom on a smartphone or tablet you can download the "Zoom Cloud Meetings app from the Apple App Store or Google Play store
- Zoom meetings with parents will be pre-organised by the school with a given time and date
- The teacher will be the "host" of such a meeting.
- Each class meeting will be co-hosted by another member of staff.
- As children under 16 are not of the digital age of consent, parents must login in from their own Zoom account.
- To ensure that only a member of the class can join the meeting, your child's teacher will send a **Meeting ID and password** to that parent/guardian.
- The waiting room feature will be used which means the teacher has to "admit" each child into the meeting.
- Parents will receive invitations to a meeting on behalf of their child, in the form of a Zoom link via private email or their Connect Noticeboard
- Invited parents should not use Facebook to sign in
- These login details cannot be shared with anyone other than those to whom the class teacher has invited.
- Set up the meeting in a suitable space (not bedrooms) and where there will be minimal disruptions.
- Encourage your daughter to use the toilet before starting the call.
- Ensure that your device is charged or plugged in before entering a Zoom meeting.
- Ensure your computer/device user name is appropriate as it will appear on screen.
- All members of the meeting should be appropriately dressed for the meeting.
- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- No eating or drinking during the call.
- No playing with toys etc. during the call.
- The chat functions between participants will be disabled
- All members will be muted on being admitted to the call.
- Videos must be turned on for all participants otherwise your child will be removed from the call.
- The volume will need to be up on the device you are using and the video activated in Zoom.
- The recording of such meetings will not be permitted.
- Pupils/family members are not permitted to screenshot the call
- A pupil must leave the call should a teacher direct him/her. The teacher will be the last person to leave the call.
- Pupils are to stay on mute and only unmute themselves if they have a question or have something relevant to contribute.
- Photographs of meetings will not be permitted.
- The sharing of content in relation to such meetings on social media will not be permitted.



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- The teacher may end the meeting at any time should she/he deem any content inappropriate. This will be reported to the principal immediately and dealt with thereafter.
- Remind your daughter that when contributing, speak in their normal voice, using kind and friendly words.
- Remind your daughter to show respect by listening to others while they are speaking.
- The teacher may call on children during the meeting, as they would in class. If a child doesn't wish to speak, they can simply 'pass' and the teacher will move on but we would ask you to encourage your child to be an active participant.
- Be on time - set a reminder if it helps. The teacher will lock the meeting, within 5 minutes of starting the meeting. When the meeting is locked, no new participants can join, even if they have been invited to the meeting or have ID/password.
- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>
- Enjoy.

Guidelines for Teachers:

- Teachers must familiarise themselves with the functions of Zoom, including the privacy and mute settings.
- The teachers should always act as Host and Co-Host of the meeting and should invite the students to the call.
- Ensure that the background visible for the video call is appropriate and does not contain personal aspects.
- The teacher is always first in the room, will use the "waiting room" facility to screen those wishing to join in advance.
- Participants will be asked to log on with their full name as username.
- The teacher will be the last to leave the online meeting to ensure that pupils/students can't re-join the room afterwards.
- The teacher will lock the meeting, within 5 minutes of starting the meeting. When the meeting is locked, no new participants can join, even if they have been invited to the meeting or have ID/password.
- The teacher will maintain a log of the date, time and duration of the meeting. The teacher will keep record of attendance.
- Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature, waiting room, etc. where applicable
- The teacher should pre-set the video meeting to mute participants' microphone automatically upon entry (if possible). He/she can choose to switch them on selectively to allow student participation.
- Any video-conferencing session should have a minimum of three participants.
- During the session, the interaction should be between teacher and pupils only, just as it would be on school premises.
- The teacher may end the meeting at any time should she/he deem any content inappropriate. This will be reported immediately to the principal and dealt with thereafter.
- Teachers should consider and be sensitive to the needs of individuals and to any pupils who may be sensitive to certain topics or issues that may arise during Zoom sessions.
- Teachers should outline their expectations before and during the first Zoom meeting.
- Subsequent meetings should include a brief reminder of the expectations and rules that keep pupils and staff safe online.
- Zoom calls/meetings should be scheduled at least 24 hours in advance.
- Teachers must be professionally dressed.
- Teachers should communicate any inappropriate behaviour or any interactions that are not conducive to learning to the Principal.
- All Zoom calls should take place within school hours (08:50 - 14:30) and must be hosted and supervised by the teacher at all times.

See Appendix 1: Setting up a Zoom Call



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Guidelines for the use of Zoom for in-school activities:

- Zoom may be used in school as a means of hosting school assemblies and for connection and collaboration between classes
- The Principal/Teacher will be the host of in-school Zoom meetings.
- Each meeting will have a co-host should a technical issue arise.
- As each class joins the meetings their mic will be on mute.
- To avoid disruption, children will be encouraged to use the bathroom before the meeting.
- Teachers will ensure that their device is charged/plugged in prior to the meeting.
- All videos of attendees must be on.
- If an attendee wants to ask a question, they are requested to type into the chat feature.
- Recording will be at the discretion of the Principal.
- The content/purpose of the meeting will be decided in advance.
- Social distancing measures and all other safety measures must be adhered to at all times during these meetings.
- The Principal is the Account Administrator with oversight of the 'User' settings on the account. All staff members are registered as Pro-licensed Users. This means that staff can, if they wish, host meetings and use Pro-license features.

Teachers' Pre-Recorded Meetings:

- Teaching Hosts can pre-record a participant-free lesson, message or instruction.
- Permission to record a staff message to the general school community must be sought from participants before recording
- Recordings will be saved in the Cloud and links can be sent to pupils via Seesaw & Aladdin Connect
- A recorded general message to the school community can be shared via the school's website, Seesaw and/or Aladdin Connect

Ratification:

Signed on behalf of the Board of Management: Victor O'Flynn

Date: 27th April, 2021



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Appendix 1: Setting up a Zoom call

1. Log into Zoom using your school email address.
2. Choose My Account in the top right of the screen.
3. Choose Schedule a Meeting.
4. Type in the topic and class name in the top box.
5. Choose the time and date for the meeting. The date is sometimes written in American style so be sure that your date is correct by checking the calendar. Adjust the time zone also if necessary.
6. Copy the same settings shown in the attached images for the rest of the call settings and press Save at the bottom of the screen.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

My Meetings > Edit "6th Class Check in"

Topic 6th Class Check in

Description (Optional) Enter your meeting description

When 01/15/2021 10:00 AM

Duration 1 hr 0 min

Time Zone (GMT+0:00) Dublin

☐ Recurring meeting

Registration ☒ Required

Meeting ID ☒ Generated ID 940 7278 1392 ☐ Personal Meeting ID 735 410 9076

Security ☒ Passcode 1234567
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room
Only users admitted by the host can join the meeting



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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

☐ Require authentication to join

Video Host ☒ on ☐ off
Participant ☒ on ☐ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both
Dial from United States of America Edit

Meeting Options ☐ Allow participants to join anytime
☐ Mute participants upon entry
☐ Automatically record meeting
☐ Approve or block entry to users from specific regions/countries

Alternative Hosts

Save Cancel

7. On the next screen, a summary of the meeting will pop up.

8. Scroll to registration at the bottom of this page and click on Edit in the far right.

9. Adjust settings as per image and press Save all.

Registration ×

Registration Questions Custom Questions

Approval

☒ Automatically Approve

Registrants will automatically receive information on how to join the meeting.

☐ Manually Approve

The organizer must approve registrants before they receive information on how to join the meeting.

Notification

☐ Send an email to host when someone registers

Other options

☐ Close registration after event date

☐ Allow attendees to join from multiple devices

☐ Show social share buttons on registration page

Save All

Cancel



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10. Scroll back up on this page and click Copy Invitation.

The screenshot shows the Zoom web interface. On the left is a sidebar with navigation options: Profile, Meetings (selected), Webinars, Recordings, Settings, Account Profile, and Reports. Below these are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main area is titled 'My Meetings > Manage "6th Class Check in"'. It displays the following information:

- Topic: 6th Class Check in
- Time: Jan 15, 2021 10:00 AM Dublin
- Add to: Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar
- Meeting ID: 940 7278 1392
- Security: ☒ Passcode (***** Show), ☒ Waiting Room, ☒ Require authentication to join
- Invite Link: <https://pdst-ie.zoom.us/j/94072781392?pwd=NldpeGt2Z3QxZG9TeTltUFRkTRkByQT09> (The 'Copy Invitation' button next to the link is highlighted in yellow)
- Video: Host (On), Participant (On)
- Audio: Telephone and Computer Audio, Dial from United States of America
- Meeting Options: ☒ Allow participants to join anytime, ☒ Mute participants upon entry, ☒ Automatically record meeting, ☒ Approve or block entry to users from specific regions/countries

11. A new window will open. Copy and paste the relevant text shown in the attached image and paste into an email to parents and to your co-teacher who will be joining the call.

Copy Meeting Invitation

The screenshot shows a 'Meeting Invitation' dialog box. At the top, it says 'is inviting you to a scheduled Zoom meeting.' The details listed are:

- Topic: 6th Class Check in
- Time: Jan 15, 2021 10:00 AM Dublin
- Join Zoom Meeting: <https://pdst-ie.zoom.us/j/94072781392?pwd=NldpeGt2Z3QxZG9TeTltUFRkTRkByQT09>
- Meeting ID: 940 7278 1392
- Passcode: 081 253 215

Below this, there are two sections of phone numbers for dialing in:

- One tap mobile: +1 669 900 6833, 940 7278 1392# US (San Jose); +1 253 215 8782, 940 7278 1392# US (Tacoma)
- Dial by your location: +1 669 900 6833 US (San Jose); +1 253 215 8782 US (Tacoma); +1 346 248 7799 US (Houston); +1 646 876 9923 US (New York); +1 301 715 8592 US (Washington D.C)

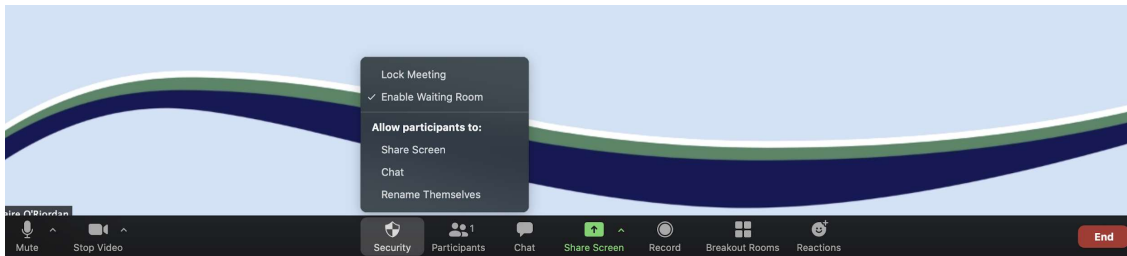
A yellow box highlights the 'Join Zoom Meeting' link, Meeting ID, and Passcode. A yellow arrow points to this box with the text: 'This part is what I usually would copy and paste into an email'. At the bottom are two buttons: 'Copy Meeting Invitation' and 'Cancel'.

To run the meeting:

1. On the day of the meeting, log into Zoom, click My Account-Meetings-and Start next to your meeting.
2. Adjust the meeting settings before you let students in by clicking Security and turn off the options here:



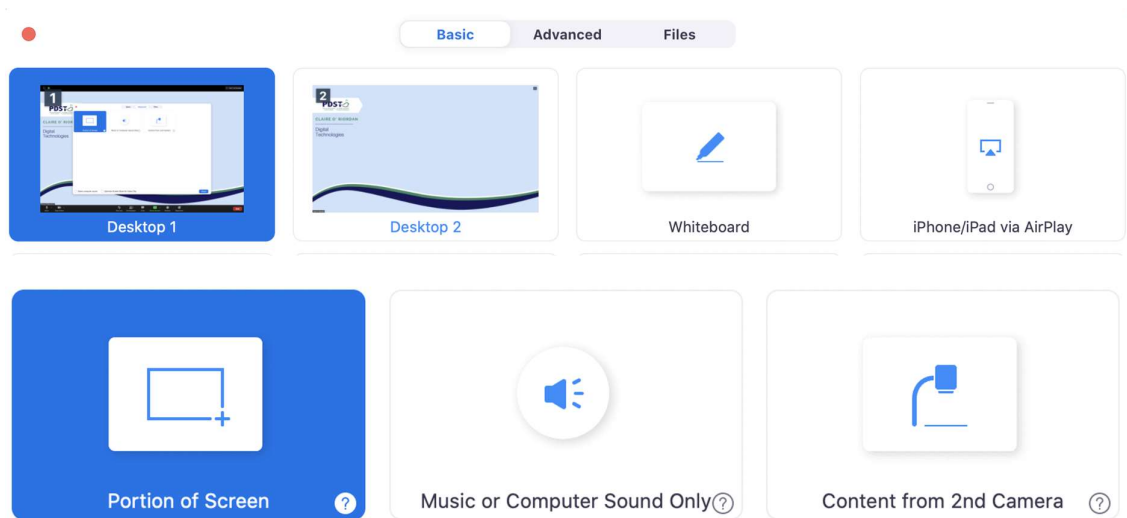
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2. Children will be waiting in the Waiting Room. You will see their name by clicking participants at the bottom of the screen. Press Admit to let them into the meeting.

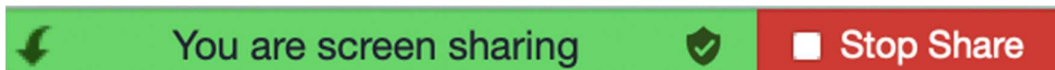
3. When everyone has joined the meeting, press the Security button again as above and choose Lock Meeting. This means no one else can join the call.

4. To share your screen during the call, choose Share Screen. You will be asked what you would like to share. Make sure that anything you do not want to be visible to students from your desktop is closed before you choose this option.



Highlight the option you would like to use and press Share in the bottom right.

5. To stop Sharing your Screen, press Stop Share.



6. When you are finished the call, press End and choose End Meeting for All.

Note: If you do not want children to see your home, you can press the small arrow next to the camera button and Choose Virtual Background. This acts as a privacy screen.

If you wish to try out a test Zoom call, you can log into Zoom and press Host a Meeting with Video On.