



# Glasnevin Educate Together N.S.

## Guidelines for using Zoom

April 29 2020

### Teachers:

- Should have the latest version of Zoom installed and only take part in a meeting where he/she is the host
- Remind parents to fill in the consent form and return it
- Share the Meeting ID no more than 10 minutes before the scheduled start of the meeting, use a randomly generated password and change for each meeting
- Lock the meeting 5 minutes after the scheduled start time
- Enable waiting room so that you must grant access to each child individually
- Only children whose parents have returned the consent form will be admitted to the call
- Remind parents and children at the start of the session that no photos or screen grabs are to be taken
- Disable private chat and remind children that private chat is not allowed
- Mute all participants on entry
- Have a clear plan for the session that you share with parents/children when setting it up. Keep the session short – for example – quick hello, play game, goodbyes
- Teacher should record and save the session but it is not to be recorded by anyone else
- Disable screen sharing for all but the host
- Teacher must end meeting for all participants at the end of the session

### Parents and children

- Parents should speak to children about the guidelines ahead of the zoom session
- Photos and screengrabs or recordings should not be taken during the call
- Children should engage with the zoom session in a family space within the home with a parent beside them or within hearing of the call. Zoom sessions should not take place in bedrooms.
- Parents must sign and return the consent form before logging in
- Private chat or private whatsapp/social media chat should not take place during the call
- Zoom passwords should not be shared by parents or children. Contact the teacher if you are having difficulty accessing the call
- Novelty backgrounds shouldn't be used please as this can be distracting for others
- Usernames should be set to the first name of the child and not changed during the call
- Positive Behaviour Policy and Anti Bullying Policy should be adhered to as they would be in the classroom
- The teacher will remove anyone from the call who is not following these guidelines or acting in a respectful manner during the call