



Glasnevin Educate Together N.S.

Guidelines for facilitating Zoom/Microsoft Teams

Teachers:

Zoom & Microsoft TEAMS

- Remind parents to fill in the consent form for their child to partake in video calls
- Only pupils whose parents have completed the consent form will be admitted to the call
- The session will not be recorded by teachers or pupils.
- Remind pupils at the start of the session that no photos, screen grabs or recordings are to be taken
- Disable private chat and remind children that private chat is not allowed
- Have a clear plan for the session that you share with parents/children when setting it up, via Aladdin noticeboard
- Inform students & parents how long the session will last beforehand.
- Disable screen sharing for all but the host
- Teacher must end meeting for all participants at the end of the session
- The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.

Zoom Sessions

- Should have the latest version of Zoom installed
- 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

Parents and children

- Parents should speak to children about the guidelines ahead of the live session
- Photos, screengrabs & recordings should not be taken during the call
- Children should engage with the call in a family space within the home with a parent beside them or within hearing of the call. Zoom/TEAM sessions should not take place in bedrooms.
- Parents must complete 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 should not be used 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