ELMGROVE PRIMARY SCHOOL AND NURSERY
Video Conferencing Policy (for use with pupils)
September 2021
Next review September 2023

Rationale

Following school closure during the Covid-19 crisis of 2020/2021 Elmgrove Primary School has developed the use of video conferencing between staff and pupils using the Microsoft Teams platform.

Video conferencing enables users to see and hear each other between different locations. It is a real time, interactive technology and has many uses in business. The video conferencing equipment uses a network to communicate with the other site. The school takes the following precautions to ensure the safety of staff and pupils.

General

- Unique log on and password details for Microsoft teams for each child
- Staff ensure that the system settings have been established appropriately:
- Only staff members are able to initiate a meeting
- Attendees should be set as mute on entry by the **host**
- The chat function should be disabled for attendees
- If a participant is removed from a meeting the ability to re-join should be decided by the **host**
- The link / details will be posted in the general section of the year group or class team

School Staff will:

- Only use school registered accounts to host meetings, never personal ones.
- Ensure the school registered account is only used for school purposes and not for personal use.
- Keep their login details secure.
- Make sure they are using the latest version of the app / software – install new version when prompted
- Share the invitation link with relevant staff/ pupils
- If the host notices that an uninvited attendee joins the meeting then they should remove that attendee using the Manage Participants section
- Only share the meeting specific invitation link
- Only use a videoconferencing system that has been approved by the school
- Ensure that they have a safe and appropriate place with no inappropriate objects or information visible to others
- Take care to ensure that monitors and screens cannot readily be overlooked and viewed by unauthorised persons
- Schedule and host all video conference sessions
- Keep a brief log of the meeting: What? When? Where? Anything that went wrong?
- Maintain professional boundaries when using Teams and use appropriate language at all times.
- Please note that the recording, taking screenshots or photographs of any session is not permitted. Online meetings must not be reproduced in any other way.

Parents will:

- Decide whether they want their child to join the meeting.
- Monitor their child whilst using Teams.
- Not share the link / details with others.
- Ensure that the child is in a safe and appropriate place with no inappropriate objects or information visible to others.
- Take care to ensure that monitors and screens cannot readily be overlooked and viewed by others.

- Ensure the child is wearing suitable clothing, as should other members of the household.
- Avoid background noise and ensure 'mute' is on at all times unless the child is speaking to the teacher.
- Not share the screen.
- Not record, screenshot or photograph any of the session.
- Not use the 'chat' function.
- Make sure you and the child only use language and behaviour which is appropriate in school, including family members in the background.
- Contact the school if you have any concerns about the safety of your child.

Pupils will:
- Use language and behaviour which is appropriate in school.
- Avoid background noise and ensure 'mute' is on at all times unless you are speaking to the teacher.
- Not share the screen.
- Not record, screenshot or photograph any of the session
- Not use the 'chat' function.
- Let the school know if they are worried about anything in the meeting.

Microsoft Team Disclaimer

Under General Data Protection Regulation (GDPR), in order for your child to use Outlook, Microsoft Teams and /or Zoom to share their work with others, we require your consent. This has been sent separately in a google form and shared with staff in school. We will not invite any children in to a Teams meeting without confirmation that the relevant permission has been given and agreed.

For more information on GDPR, please visit https://ec.europa.eu/info/law/lawtopic/data-protection/reform/rights-citizens.

Linked Policies

Safeguarding Policy

Staff Code of Conduct

Staff Handbook

Online Safety Policy