



Glazebury C of E Primary School - Zoom Protocol

All pupils who are attending a Zoom meeting with staff should read, understand and follow these points (child friendly version below):

- Ensure you are in a suitable environment – dining room, desk, office space. Zoom meetings from home should not take place outside or in a bathroom or bedroom.
- A parent or carer must be present throughout the whole call, no other family members should be present.
- Make sure you have a plain background behind you to stop distractions – remove any personal pictures that might be in the camera view.
- Before the meeting, make sure you have good internet connection and your camera and microphone work on the device you are using.
- Dress appropriately for the call- no pyjamas.
- Make sure your camera is at a good face level, not too high or too low.
- Use your first initial and surname as your attendee name.
- Always follow the school rules and values throughout the call.
- If your behaviour is not as we would expect then you will be placed into the 'waiting room' for 5 minutes before you can re-enter the call. School will do so.
- When the host (teacher) is speaking then we ask you to mute yourself and then only unmute your microphone when asked to do so.
- If for any reason the host teacher disconnects from the zoom call, leave the zoom call if the teacher has been unable to re-establish the connection.

If you see anything during a meeting or on the internet , always report it to a teacher, school or if you see the "CEOPs" sign click and report.

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- **Have an adult in the room with you** – but we don't need to see them.

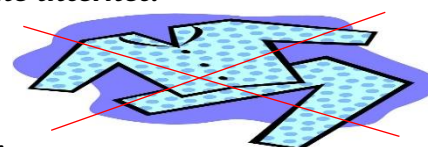


- **Make sure you are sat somewhere quiet** – e.g. dining room, living room, office space. **Not in a bathroom or bedroom.**



- **You are inviting us into your home** – make sure there are **no pictures of family in view.**

- **Set up before the meeting to make sure you can get on to the internet.**



- **No pyjamas** – just own clothes like on an own clothes day.



- **Make sure your camera can show your face** – not too high or low
- **Use your initial and surname as your attendee name** e.g. P. Smith (get parents to help)



- **Always follow the school rules** – we can see you on the screen!
- **If anyone is not being their best we will place you in the waiting room and speak with parents**



- **Always start on mute,**
- **If your teacher "drops out" of the zoom meeting YOU MUST leave the meeting** until contacted to start again.
- **If you see anything online either during a meeting or on the internet that makes you feel worried or uncomfortable – Always tell an adult or the teacher use the class dojo or look**



for this image and click

If you think it -REPORT IT.