



## **Scoil Náisiúnta an Easpaig Ó Gealbháin**

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### **Acceptable Use Policy and Procedures for Zoom Class Assembly**

This policy sets out our school's acceptable use and procedures in relation to the use of Zoom class assemblies.

**Aim of Acceptable Use Policy:** to ensure that pupils will benefit from learning opportunities offered by the school's use of online resources in a safe and effective manner. The document is also in place to safeguard pupils and staff in their use of technology relevant to the school's Distance Learning Plan.

1. BGNS recognises that online collaboration is essential to distance learning and provides access to a variety of online tools that allow communication, sharing, and messaging among staff, students and parents.
2. Students are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.
3. Students will only have access to electronic communication that have been approved by the school and sanctioned by the class teacher.
4. These services, although not owned by BGNS, form part of our Distance Learning Plan.
5. Any electronic forms of communication will only be used for educational purposes.
6. When using these resources for communication, parental permission for the child is implied, as all links are being communicated through parents on *Aladdin Connect*. Essentially, by virtue of the children logging in to the resource, permission is assumed.
7. It is the duty of the parents to supervise children during remote learning.
8. BGNS cannot accept responsibility for the security of such online platforms in the event they are hacked.
9. All communication with staff members must be from parents, not children. This can be done using *Aladdin Connect*.
10. For face to face communication (video conferencing) the initial contact will be set up using a staff member's Zoom and the parent's Zoom.

**Below are some key conditions to be aware of before your child participates in a Zoom assembly:**

- When teachers from BGNS are facilitating a Zoom assembly, for child safeguarding, children should be supervised by a parent/guardian at all times.
- Under no circumstances can Zoom assembly be recorded or pictures taken. Use of a mobile phone by pupils (other than for participating in the call) is strictly prohibited.
- The Share Screen function will be disabled for all video calls.
- Please be aware that all students will be muted on entry and the teacher will have control of the sound.
- Student camera should be on for the duration of the Zoom assembly.

**Procedure**

- 1.** Details (day and time) of your child's Zoom assembly will be sent to you via *Aladdin Connect*.
- 2.** To further enhance security for Zoom assembly, the class teacher will also share the meeting link/ meeting password and code with you on *Aladdin Connect*. **It is very important that you do not share this password or code with anybody else.**
- 3.** You will automatically enter a waiting room when this code is entered before the meeting. Please note that teachers will only accept users into assembly if you can be identified by the display name on your zoom account. **The class teacher will ask you to send her/him the display name on your Zoom through to Aladdin Connect the, so that children can be identified.**
- 4.** Even though it is possible for participants to use Zoom without entering their display name, **the class teacher will only accept entry to people that have a verified Zoom display name.**
- 5.** Log in should be on time as the Zoom assembly will be locked after 15 mins.
- 6.** Participants on the call should be dressed appropriately.
- 7.** An appropriate background/room should be chosen for the video call.
- 8.** BGNS Code of Behaviour and Anti-Bullying Policy apply during all Zoom communications.
- 9.** Please read these guidelines with your child before participating in a Zoom assembly.
- 10.** Finally, please be advised that this is completely OPTIONAL, and if you do not wish to use Zoom, that is fine. Communication will still occur through Aladdin Connect and Google Classroom.

It is important to note that any breach of the above conditions and procedures will result in the class teacher removing the participant from the Zoom assembly.