

Video Conferencing Protocol Layton Primary School

Parents, Carers and Pupils
January 2021

Aims:

There are several apps that can be used to connect with children and parents remotely. Video conferencing apps used at Layton Primary School include Zoom and Showbie pro+ hybrid video. Our whole school community is responsible for adhering to the protocols outlined below at all times.

We ask all parents to read this information and talk with your child/ children about joining in with their teachers and peers via video conferencing.

Parent guide and protocol for using video conferencing

Parents will be notified of a scheduled video conferencing meeting through: a message on Class Dojo/Class Story or as a scheduled recurring meeting as identified in the specific year group's timetable. Refer to your child's year group in the 'Remote Learning' section of the school website for further details.

On Showbie Pro+, your child can be invited to a video chat through class discussion. For further guidance on this, visit:

https://www.youtube.com/playlist?list=PLUo7MCexQeuGzuehvKK_VJQFfthszLmSv

At the end of this video conference, ensure that your child has ended the video session.

Accessing Zoom meetings Securely

1. When your child participates in a zoom session, you can access zoom on your child's 1:1 iPad or other device through the *Google search engine*. Then, you will need to follow the instructions to enter the meeting ID and passcode. Alternatively, you can *download* the Zoom app to a mobile phone device. You will not be able to download the zoom app to your child's 1:1 iPad.

2. The passcode for a zoom meeting must not be shared with anyone else outside of the class group.

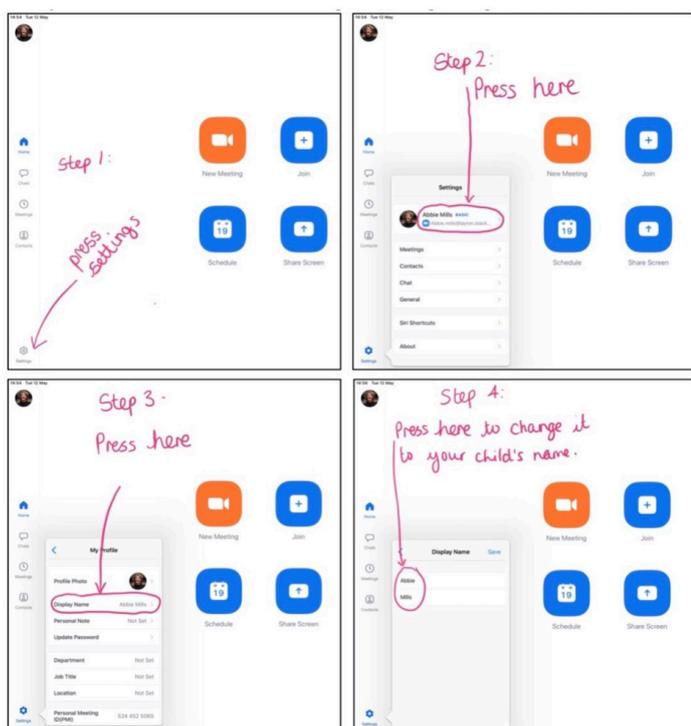
3. The passcode will only be sent 5 minutes before the scheduled meeting. This will be sent via Class Dojo.

4. Parents will use a recognisable user name on Zoom so the teacher can admit them into the meeting. **This is to be the child's first name only. See image for instructions on how to do this.** You will be held in the meeting room until the teacher admits you.

5. See below for further advice of the expectations during the meeting.

6. Cameras must be switched on at all times.

7. All zoom meetings will be recorded by the host and saved within the zoom app.



Safeguarding

- Online safety protocols must be followed at all times (refer to separate E Safety Policy and Safeguarding Policy available on the website)
- During video conferences children should be supervised by a parent/carer.
- If you witness or hear anything that is of concern, please leave the meeting immediately and report your concerns to the school office or class teacher via Class Dojo.
- Do not try and make contact with school staff through virtual means outside of the scheduled meeting.
- Stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
- Ensure the language of children and adults, within the household, is appropriate at all times.

Organisation

- Please ensure that your child is in a suitable (not a bedroom) quiet room to limit noise, which will enable all users to hear each other.
- When joining the zoom/Showbie live video your child must 'mute' their microphone and await instructions from the teacher to unmute.
- If your child would like to say something, we ask them to raise their hand rather than 'shouting out' and/or use the chat facility, if it is available.
- We ask that the children follow the lead of their teacher, so they may be asked a direct question (the child can unmute their device and speak) or a question may be directed to all of the group (children need to put up their hand and the teacher will invite them to speak). Video conferencing does not work when all participants are talking at once.
- The video conferencing session will differ from year group to year group and is age dependent.
- Please ensure that your child is wearing their day clothes.
- If your child does not want to contribute their ideas in a video conferencing session, encourage their resilience to join in at the next session.
- Parent will contact class teacher via class dojo if there is a particular reason for the above.

Pupil guide and protocol for using video conferencing:

- Wear a smile for your friends.
- Arrive at the meeting on time.
- Mute your microphone when you arrive.
- Be suitably dressed.
- Follow the instructions from your teacher.
- Make sure your teacher can just see you on the screen.
- Wait to be asked to unmute.
- If you have a question, raise your hand.
- When the meeting is ending, make sure you say goodbye to your friends.
- Have fun learning and interacting with your peers!

Written by: Mrs C Scott (Assistant Headteacher)

Date: 24.1.21 (to be reviewed regularly)