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Guidelines to parents and pupils: Zoom conferencing.

Springfield School will be using Zoom to maintain contact with pupils whilst they are not in school during this period.

Please note that by joining any conference that is hosted by the school you are agreeing to all of the following. There is a lot of information in these links and it is up to you whether you read it all or not. We will assume that if you join any conference you are aware of the information below and consent to it.

* Parents who have not given the school permission to use images of their children on the school website or in social media should not allow their children to participate in web conferences.
* Codes for joining meetings will only be sent to you via eSchools or text message. These will never be published publicly.
* Parents should always be in the same room as the conference whilst it is taking place and all parents should give their permission to join the conference.
* Parents and pupils must remember that if you join the web conference everyone else will be able to see you on their screens. Please note that conferences are being held for the benefit of the children. It would be inappropriate for parents to ask things of the school staff in this public forum. This should be done in private via email or eSchools.
* Anyone using any inappropriate language or displaying any inappropriate behaviour will be immediately removed from the conference and will not be allowed to take part in any future events. Remember that things happening in the background can be seen and heard . As this is a school conference, you must make sure that you are adhering to the school code of conduct.

# GDPR compliance:

Teachers may choose to record Zoom conferences hosted by school and these will be saved on the Zoom cloud. This link directs you to the Zoom Privacy Policy so that you know where this will be stored and how Zoom will use your information: <https://zoom.us/privacy>

This link will direct you to the GDPR compliance statement for UK residents: <https://zoom.us/gdpr>

# Guidelines for members of staff:

* No member of staff should feel obliged to host a Zoom conference. This is entirely your choice and you should only do this if you are comfortable with this.
* Personal information should not be given out or discussed.
* You should make every effort to avoid using personal devices to host a conference. Please use equipment issued by the school wherever possible.
* If you are planning on undertaking a conference you must make sure that at least one other member of staff is participating too. This is to safeguard you. No teacher should be online with pupils/families without other staff being present too. The second or third member of staff may choose to join without using the video option. They will be able to see what is going on but no-one will be able to see them (their screen will show but it will be blank)
* Conferences must never be carried out in a 1:1 basis with a pupil. If you launch a conference and only 1 pupil joins, then please terminate the conference.
* Do not use the conference to discuss individual pupil matters with parents. That must be undertaken either through email or through a telephone conversation.
* Conferences can be recorded. You can do this in the settings before you start the meeting.
* Staff should record all conference calls on their class log sheet with the date and time the conference took place.

Technology is a good way to maintain face to face contact and we feel that this will be extremely beneficial for our pupils and families. However these rules are essential for the safeguarding and safety of staff and pupils and as such have to be a priority.