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**Video calls/Zoom agreement: Students**

1. Pictures or recordings of the video call are not allowed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call and be on time.
9. Enjoy! Don’t forget to wave hello to everyone when you join!

**Video calls/Zoom agreement: Parents**

1. Please download the Zoom App.
2. Under no circumstances can pictures or recordings be taken of video calls.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience. However, it is optional to participate.
4. Parental permission is implied, as the link to a video call will be communicated via pupil’s See Saw. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
5. If you do not wish to grant permission for your child to join the class zoom, please send a message to class teacher via See Saw by Wednesday 3rd February (by 3p.m.) and state that you do not consent permission.
6. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
7. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account.
8. Please ensure that your child is on time for a scheduled video, or they will be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your email address.
9. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
10. Participants in the call should be dressed appropriately.
11. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

Any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or in a meeting being immediately terminated.   
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