



# Tuggerah Public School

## SOCIAL CONFERENCING: ZOOM

### POLICY

**Zoom is now partnered with the Department of Education 2020.**

#### **Rationale:**

- Social networking and conferencing sites such as Zoom, is a world-wide phenomenon which will involve the vast majority of our students and their families. Consequently, it is highly appropriate that our school instructs students how to engage in the Zoom platform effectively, responsibly and safely.
- Due to the Covid-19 virus of 2020, Schools have had to undertake unprecedented measures to continue to teach their students from home. Zoom conferencing has been one of these measures, which allows teachers to touch base with their students daily. Tuggerah Public School will be using the Zoom Platform to conduct rollcall, wellbeing checks, and continuing meaningful connections between home and school.
- The purpose of this policy is to set out guidelines for the use of Zoom for remote teaching and/or working away from the Office. In the event of a pandemic outbreak, such as Coronavirus, staff and students can attend or teach lessons from home during days when a school/campus faces closure, or directions to self-isolate for a myriad of reasons. A policy has been created by Zoom, which is embedded into this document to ensure that the platform is utilised appropriately and maximises learning under the circumstances.

#### **Aims:**

- For all students to become familiar, competent and responsible users of the Zoom platform whilst learning the skills to maintain their safety, security and privacy at all times.

#### **Implementation:**

##### **Joining Classes From Home**

- Students attending from home must always have adequate parental supervision.
- The students must be in an open family room area within the home. It is advisable that a parent be present in the room but not in camera view.
- The students must be in appropriate attire.
- Siblings must be out of the conference parameters.
- The students' camera is initially inactive. The students and parents can activate their camera.
- Parents must agree to their child to utilise this zoom platform during Covid-19 and a written consent from the parent, either by Dojo, See-Saw or email must be undertaken.
- There must be no posters, or pictures behind the students and it is recommended that the students use an altered or blurred background. These instructions need to be sent to students and parents.
- Students will engage within the Zoom platform using proper and appropriate internet protocols when communicating.
- Students are NOT to distribute the Zoom meeting code to any person.

- Staff are to ensure ‘Annotations’ are disabled to eliminate students ‘drawing’ over the top of the conference speaker.
- The meeting will NOT be recorded by Teachers, students or parents.
- Staff must be in professional attire.
- Staff should not eat or drink whilst being on Zoom, especially soft drink and alcohol. Water is permitted.
- Staff will not smoke whilst on Zoom.
- Staff must choose a quiet area that has no distractions (including no posters or pictures in the background) and ideally a blurred background or an altered background to an appropriate picture or a blank solid colour/green screen.
- Students will engage in an initial lesson of appropriate use of the Zoom platform and will be made aware of cyber-bullying, it’s impact on others, how to avoid and respond to cyber-bullying and the legal implications and consequences of cyber-bullying.
- Students will be informed about the potential dangers of online social networking, and gain experiences in identifying and eliminating potentially dangerous behaviour.
- Staff will send home a Zoom information sheet outlining responsibility and other information.
- Staff will NOT engage in Zoom or any other social networks with students other than as part of the educational Zoom platform during Covid-19 restrictions. They will NOT ‘friend’ students on personal social networks.

**Evaluation:**

This policy will be reviewed once Covid-19 restrictions are lifted and as part of the school’s three-year review cycle.

This policy established on 29.03.2020  
This policy was revised on 07.04.2020