



MERRYLANDS

PRIMARY SCHOOL AND NURSERY

Acceptable Use Policy

Live Video Calls

We ask all children, young people and adults involved in the life of Merrylands Primary School and Nursery to sign an Acceptable Use* Policy (AUP) to outline how we expect them to behave when they are engaging in live video calls.

‘Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.’

Child’s Name

Class

Pupil’s Agreement

As parent/carer I have explained the e-Safety Rules to my child and

- my child understands the school e-Safety Rules
- my child understands how to behave when attending live video sessions on Zoom

Parent’s Consent for my child participating in Zoom video calls

By signing this agreement, I agree to my child participating in live video calls that will be accessed via Zoom and that these calls will be recorded and stored securely on the school’s database for safeguarding purposes.

Signed

Parent/carer

Date

Please print Name

Signed *(pupil)*

Date

What am I agreeing to?

I understand

- by signing this agreement, I agree to my child participating in video calls that will be accessed by Zoom
- my child needs a safe and appropriate place to do remote learning. When on any video calls with school, it would be better not to be in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so
- where my child is participating in live streaming sessions that these will be recorded and stored on a secure system in school for one year
- I will need to ensure that my child does not record any of the recorded or live sessions on their phone and share online and/or social media
- my child needs to behave appropriately online in a session delivered by video link in the same way as if they were in school with the member of staff. If a pupil behaves inappropriately, we may suspend their Google account temporarily
- family members should be out of camera shot and do not contribute to the video call
- I am to ensure that my child is familiar with how the process works such as muting when my child is not speaking and logging in
- I am to ensure that the appropriate language is used by all members of the household for the duration of the call
- parents/carers are prohibited from recording or capturing/screen grabbing content from the video call or distributing it to others
- parents/carers are prohibited from entering into chats with other pupils without a teacher present
- parents/carers are prohibited from copying and distributing class codes or log in information
- that if my child is the only child in the session then the session cannot go ahead, and the teacher will provide support on Google Classroom instead
- I am to promote positive online safety and model safe, responsible, and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers

Pupils

- I do not behave differently when I am learning at home, so I do not say or do things I would not do in the classroom.
- my phone is not switched on when I am taking part in a live video link or is given to my teacher when in school. It is not used to record or screen grab content from a recorded or live session
- I am a friend online and will not share or say anything that I know would upset another person or they would not want shared.
- I am a secure online learner and keep my passwords to myself and reset them if anyone finds them out. Friends do not share passwords!
- I dress appropriately when online
- I remain on mute until invited to speak
- I must use kind words at all times