



Scoil Bhríde Buachaillí

Church Avenue, Blanchardstown, Dublin 15
Eircode: D15 H329
Telephone: 01 8201299
Email: secretarysbb@gmail.com
Website: www.scoilbhrídeb.com

Chairperson Board of Management: Declan Murray
Chairperson Parent Association: Ciara Duffy
Principal: Séamus Sullivan, B.Ed., Dip. Man.Ed., M.Ed.
Deputy Principal: Eiven Shanahan, B.Ed., C.Dip. A.&F.

R.C.N. 20118990 - Roll No. 18046A

ZOOM CALL POLICY & PROCEDURES

This policy has been designed for Zoom meetings involving members of staff and multiple pupil households. One-to-one Zoom interactions will also be organised as necessary for children with SEN and will be held to the standards laid out below, if not bound by the same rules.

Initial Set-Up

1. An Aladdin permission slip will be sent to all parents/guardians, seeking permission for the child to be involved in class Zoom calls. Parents/Guardians must also agree to seven key rules (see below) and share them with their child.
2. An email will be sent to all parents/guardians who have completed the Aladdin permission slip along with the link to the Zoom call. The link will also be shared with the Principal and Deputy Principal.
3. For child protection and behaviour management purposes a second member of staff (teacher or SNA) must be present with the class teacher for the full duration of the call and a parent/guardian must be present on screen at the start of the call and must remain in the same room as the child throughout.

Structure of Call

1. Class teacher will admit the second staff member (SET if possible) before admitting any of the children. Class teacher to lead activities and/or interactions. Second staff member to make a written note of attendance and monitor all screens for the duration of the call.
2. Admit children (all muted) once admission has been requested by parent/guardian using the title 'Parent of *child's first and last names*'. Unidentified requests will not be admitted.
3. Share screen showing a child-friendly version of the seven Zoom Etiquette rules and talk through each point.
4. Stop screen sharing. Unmute each child individually as the need arises.
5. As a suggestion, engage in general conversation, e.g. haircuts, pets, jokes, movies, etc. Conversations to be kept very generic and light for privacy of children and for child protection purposes.
6. Consider unmuting all children to afford them the opportunity to speak directly to each other. For the purposes of these calls, children should only use the Chat option if and when invited to do so by the class teacher.
7. Consider singing happy birthday or wish happy birthday to anyone who missed a birthday celebration in school.
8. End call.

Zoom Call Etiquette

*A copy of these rules will be included in correspondence with parents/guardians when sharing Zoom details **and** will be screen shared with participants at the beginning of each call.*

Rules:

1. Zoom call must be within sight of a parent/guardian.
2. Ensure that all participants' cameras are turned on for the full duration of the call.
3. Screenshots or recordings of any part of the Zoom call on any device by a parent/guardian or child, including a secondary device, are not allowed.
4. Inappropriate language or behaviour will not be tolerated.
5. Appropriate clothing must be worn by everyone that can be seen on camera.
6. Normal school rules apply. Be kind and respectful to all participants with our words and our actions. This applies both on screen and in the chat facility.

7. If any of the above rules are broken, the child will be removed from the Zoom call immediately and an email will be sent to the parent/guardian of the child outlining the reason for the child's removal.

While on Zoom:

- Choose somewhere that is suitable for the call. Try and find a quiet spot in your house that is within sight of an adult.
- Mute your mic when you are not speaking. This will help keep background noise to a minimum so we can hear each other speak.
- Respect what everyone is saying, this is part of school!
- Have FUN!

Zoom buttons:

SPEAKER VIEW	This button is in the top right of your screen. This allows you to switch between viewing the speaker as a larger screen and others as smaller or seeing everyone as smaller screens together.
MUTE/ UNMUTE	This is in the bottom left of your screen. When a red line is going through it, we cannot hear you. To mute/unmute yourself, press this button.
START VIDEO/ STOP VIDEO	This is in the bottom left of your screen. When a red line is going through it, we cannot see you. To turn your camera on/off, press this button.
REACTIONS	This button is in the bottom middle of your screen. When you click this, you can select a thumbs up symbol, clapping symbol, etc. which if selected will remain on display in the top left corner of your screen for 10 seconds. The teacher may say, "Show me a thumbs up if you can hear me" and this is how you can do so.
CHAT	This is on the bottom middle of your screen. It allows you to send messages and see the chat on a side panel. Everyone in the class can see your message. Click this button to use the chat.
END	This button is on the bottom right of your screen. Click this button to end the call. When the class teacher ends the meeting, it will automatically end for everyone.

Parent/Guardian Notice

This information will be copied and pasted into each Zoom email being sent to parents/guardians.

Dear Parent(s)/Guardian(s),

Carefully note the following information regarding Zoom calls.

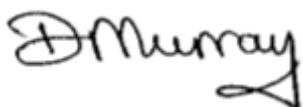
1. Any Zoom call is strictly for use by the intended/invited participants only.
2. The use of the application Zoom is specifically for the current period of school closures. It is not an entitlement.
3. Using Zoom is not an opportunity for parent teacher discussions and teachers will not engage in such on this platform.
4. Teachers reserve the right to end the Zoom call at any point should he/she feel the need to do so.
5. If you wish your child to join a class Zoom call, you will be provided with a permission slip via the Aladdin Connect App. You will not receive an invite to the call unless you have agreed to the usage terms via the Aladdin permission slip. Entry to a Zoom call will only be granted to those clearly displaying the title 'Parent of *child's full first and last names*'.
6. By granting permission via the Aladdin permission slip and by joining the call you are also agreeing to the above five terms.

Ratification and Review

This policy was ratified by the Board of Management on the date below and communicated to parents/guardians thereafter.

It is applicable from the date below and subject to regular review by the Board of Management, in consultation with parents/guardians and the teaching staff.

Revised copies/updates of the policy will be available on the school's website and issued in hard copy, on request, to parents/guardians.



Signed:

Declan Murray
(Chairperson, Board of Management)

Date: 9th February 2021



Signed:

Séamus Sullivan
(Principal & Secretary, Board of Management)

Date: 9th February 2021