



SCOIL BHRÍDE BUACHAILLÍ

ZOOM USE POLICY

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1. Introduction

This policy has been designed for the use of Zoom calls/meetings between members of staff and colleagues, members of staff and parents/guardians, members of staff and external agencies, members of staff and multiple pupil households, and classes and external bodies, e.g. educational professionals, expert speakers, classes from this and/or other schools, etc.

2. Characteristic Spirit & General Objectives of the School

Scoil Bhríde Buachaillí is a Catholic all-boys primary school situated in Blanchardstown Parish, Dublin 15 with a Catholic ethos under the Patronage of the Archbishop of Dublin.

In the context of a Catholic primary school, 'Catholic Ethos' refers to the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects
- a living relationship with God and with other people
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus and
- the formation of the students in the Catholic faith

and provide religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S. 15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Bhríde Buachaillí shall uphold, and be accountable to the Patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

This policy reinforces the characteristic spirit and general objectives of Scoil Bhríde Buachaillí which supports and advocates providing a happy, safe, learning environment for each member of the school community.

3. Rationale

Scoil Bhríde Buachaillí is committed to providing a warm, caring and safe environment for all our pupils so that they can learn and play in a relaxed and secure setting. The Board of Management recognises the value of using a platform such as Zoom, especially at a time when COVID-19 concerns persist. The Board is also aware of the potential risks posed to pupils through the use of Zoom and has ratified this policy in an effort to mitigate against such risks. As such, this policy has been compiled with reference to the school's Child Safeguarding Statement, Code of Behaviour and Anti-Bullying Policy, as well as the ICT Acceptable Use Policy

4. Initial Set-Up

- The Principal will send an invitation to staff members to create a Zoom account under the school name.
- Once activated, staff members will organise meetings as needed, informing the Principal on each occasion.
- When a staff member leaves the school, his/her licence will be revoked and a new invitation will be sent to the new staff member who has replaced him/her if applicable.

5. Zoom Calls involving Staff Members and Pupils

Where pupils are to be involved in Zoom calls, an Aladdin permission slip will be sent to all parents/guardians, seeking consent. Parents/Guardians must also agree to seven key rules (see below) and share them with their child. 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.

5.1 Structure of Call

1. 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.
2. 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.
3. 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.
4. Share screen showing a child-friendly version of the seven Zoom Etiquette rules and talk through each point.
5. Stop screen sharing. Unmute each child individually as the need arises.
6. 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.
7. 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.
8. Consider singing happy birthday or wish happy birthday to anyone who missed a birthday celebration in school.
9. End call.

5.2 Etiquette & Rules

A copy of the following 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.

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.

Pupils will be reminded that while on Zoom, they should:

- ✓ Choose somewhere that is suitable for the call. Try and find a quiet spot that is within sight of an adult.
- ✓ Mute their mics when not speaking. This will help keep background noise to a minimum and allow everyone to hear each other speak.
- ✓ Respect what everyone is saying, this is part of school!
- ✓ Have FUN!

5.3 Parent/Guardian Notice

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

Dear Parent(s)/Guardian(s),

Please take careful note of the following information regarding Zoom calls:

1. Any Zoom call is strictly for use by the intended/invited participants only.
2. The use of Zoom is specifically for the current purpose and is not an ongoing entitlement.
3. This use of 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 they 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.

6. Zoom Calls involving Staff Members and Parents/Guardians or Other Adults

6.1 Parent Teacher Meetings

6.1.1 Set Up

Where Zoom is used to conduct individual parent teacher meetings, the link to the Zoom meeting will be sent to the parent(s)/guardian(s) via email, along with the Zoom Policy.

Where Zoom is used for large-scale parent teacher meetings, i.e. for the annual parent teacher meetings, parents/guardians will be invited to book a timeslot via Aladdin. Both parents/guardians may join the same meeting from separate locations if so desired. On the school day before the scheduled meeting, an email will be sent to all parents/guardians who have booked timeslots providing the Zoom meeting link and details, along with the Zoom Use Policy. The attention of parents/guardians will be specifically drawn to the need to:

- ✓ Set up their profile so that their own name appears rather than the name of the device they are using. This will reassure the teacher hosting the meeting that he/she is admitting the correct parent/guardian.
- ✓ Ensure that their camera is turned on.
- ✓ Test their speakers and microphone before the meeting is due to begin.
- ✓ Ensure that the space selected for the meeting is safe, suitable and quiet with interruptions unlikely. Pupils should not be present.
- ✓ Seek to join the meeting just before the agreed time but please remain available for at least ten minutes after your scheduled time (to allow for delays which may unexpectedly arise).
- ✓ Be aware that, in the event of technical difficulties, the class teacher will phone the parent/guardian at the agreed time instead.

6.1.2 Structure of Call

The class teacher will admit the parent/guardian at the agreed time, the parent/guardian having requested entry using his/her own name. The call will last for approximately 8 minutes (some may be shorter) but it will have to end thereafter to ensure that the timeslots are not compromised. At the end of the call, the class teacher will remove the parent/guardian from the meeting before admitting the next parent/guardian.

6.1.3 Zoom Call Etiquette & Rules:

1. Both the host's and the participant's cameras will remain on for the full duration of the call.
2. Screenshots or recordings of any part of the Zoom call on any device by a parent/guardian or teacher, including a secondary device, are not allowed.
3. Inappropriate language or behaviour will not be tolerated.
4. Participants should be kind and respectful to each other at all times. This applies both on screen and in the chat facility (if enabled).
5. Should any of the above rules be broken, the call will be ended immediately and the matter will be referred to the principal.

6.2 Meetings involving Staff Members and Other Adults

Where staff members parents/guardians and/or other adults, e.g psychologists, etc. are to be involved in Zoom meetings, the link to the Zoom meeting will be sent via email, along with the Zoom Policy.

7. 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/LEAVE	This button is on the bottom right of your screen. Click this button to leave the call. When the class teacher ends the meeting, it will automatically end for everyone.

8. Procedures for Investigating, Follow-Up and Recording of Alleged Bullying Behaviour

Please refer to the school's ICT Acceptable Use Policy and Anti-Bullying Policy.

9. Prevention of Harassment

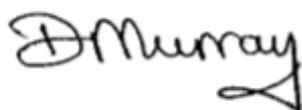
The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of pupils or staff or the harassment of pupils or staff on any of the nine grounds specified, i.e. gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

10. Ratification and Review

This policy was ratified by the Board of Management on 20th December 2021.

This policy has been made available to school personnel and published on the school website. A copy of this policy will be made available to the Department of Education and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once every two school years and/or in the event of issues arising through its use.



Signed: _____

Date: 20th December 2021

Declan Murray (Chairperson, Board of Management)

Date of next review: 2023/2024 School Year