

STOCKBRIDGE VILLAGE PRIMARY SCHOOL
Video Conferencing Agreement
January 2021

Acceptable use of video conferencing: agreement for pupils and parents/carers

Name of child(ren):

Video Conferencing Agreement

This document sets out expectations relating to stakeholders (including children, parents, carers and families) joining a member of staff in a video conference, most likely on Zoom.

The school hold video calls with stakeholders in order to ensure that its curriculum and broader education services can continue remotely.

To do this we must ensure that we follow data protection law and must remind stakeholders of their obligations to behave appropriately and respect the guidance set out in this notice (and by a member of staff during video conversations via Zoom).

Staff leading a video conference will record the session for the single purpose to share with other authorised individuals only (i.e. children in the crew with Tapestry / SeeSaw logins). This is to enable children unable to attend a live video conference to still access the Crew Zoom for a check-in or feedback.

Failure to follow this guidance may result in having to terminate the video call.

By continuing with the video conference, you agree to follow good practice including:

- To behave appropriately and respectfully, in the same manner as you would during a face-to-face meeting.
- To ensure that only authorised individuals are present during the video call.
- To keep matters discussed during the meeting confidential, if this is a one-to-one conference.
- Do not record calls, take photos or screenshots on any device, without prior permission of the attendees.
- Do not download, use or upload any material which is unsuitable within a School setting or that may cause disruption to the School network.

If you are in any doubt as to the expectations as specified above, please do not hesitate to consult a member of the Senior Leadership Group in school for further

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clarification.

The School may need to end the video call without notice, if you do not comply with the above provisions.

For children accessing Zoom video conferencing whilst in school;

In addition to the above, if I am in school and engaging with video conferencing, I will:

- use a space without other people in the background (staff will assist me with this in school)
- use an allocated device to appear on screen individually

**Parental consent for children attending school and /or
engaging in Home Learning**

Information for the parents/carers

During Zoom calls, children are placed on a device in school and can join a video call meeting. They will be provided with a quiet space during the call. During the meeting, they can join with video and/or audio.

Parent/carer consent: by allowing my child to join the Zoom I give consent that;

- My child can participate in supervised and school-led video Zoom conferencing calls with other children who attend Stockbridge Village Primary School whilst attending school.
- Staff leading a video conference can record the session for the single purpose to share with other authorised individuals only (i.e. children in the crew with Tapestry / SeeSaw logins).

I also state that:

- I will not make nor share any recordings of children on any devices.

If I do **not** give consent for any of the above, I will inform my child(ren's) teacher via Seesaw or Tapestry or email the school on stockbridge@knowsley.gov.uk