

**Presentation National School, Millstreet**  
**Guidelines on Interactive Meetings using Zoom**

**Introduction**

This document has been drawn up as a guide for staff, pupils and parents as we consider the necessity of hosting online virtual meetings with the children in our school. The need for such a document follows the second forced school closure due to the Coronavirus pandemic. While this document is not a policy in of itself, it is an addendum to our school's Acceptable Use Policy and is informed by the school's Code of Behaviour, Data Protection and Child Protection policies.

The protection of all children and staff members in our school, their personal private data and their physical and emotional wellbeing are of paramount importance to us. We have decided that a weekly online class meeting would benefit the wellbeing of our pupils. We have selected "Zoom" as a suitable platform for such communication.

**Guidelines**

Due consideration should be given by all, staff, children and parents to the following guidelines prior to engaging in a virtual meeting within a school context.

- Zoom meetings will be pre organised by the school with a given date and time.
- The class teacher will be the 'host' of such a meeting.
- All meetings will be co-hosted with another member of the staff for Child Protection reasons.

- The class teacher will send out the relevant details for joining the meeting on Edmodo.
- These login details cannot be shared with anyone other than those to whom the class teacher has invited.
- As children under 16 are not of the digital age of consent, parents or a supervising adult must log on to "zoom.us" and input the Meeting I.D and Password as provided by the teacher.
- Meetings will be available to join from 5 minutes before to 5 minutes after the scheduled time, and will then be locked once the meeting commences. The Waiting Room facility will also be used.
- Small group meetings will be permitted.
- By joining in with Zoom meetings, parents/guardians are consenting to their child's involvement in said meeting.
- The rules of the meetings must be set out at the start of each meeting.
- Zoom meetings in our school during the closure will be solely for the purposes of 'checking in' on student progress and for children's overall wellbeing.
- Photographs or recordings of meetings by pupils or staff will not be permitted.
- The sharing of content in relation to such meetings on social media will not be permitted.
- A parent or a supervising adult will be required to be in earshot of the meeting at all times, but will not engage in the meeting for child protection reasons, unless invited to do so by staff member.
- All members of the meeting should be appropriately dressed for the meeting. Meetings should be conducted in appropriate settings.

- An appropriate background for the meeting should be chosen.
- The meetings should last an appropriate amount of time - 15/20 minutes and this will be communicated to parents prior to the meeting.
- Teachers should keep a record of those children who were in attendance at the meeting.
- General notes of the meeting should be kept.
- All participants joining the meeting will be muted initially and should remain muted until the teacher gives them an opportunity to contribute to the meeting.
- Teachers should 'lock' the meeting once all members have joined the meeting. Teachers should inform the school's DLP if they notice or have any concerns of child protection issues or should a disclosure be made to them.
- The teacher may end the meeting at any time should he/she deem any content inappropriate.
- Breaches of the Code of Behaviour or inappropriate behaviour will be reported to the Principal and will be dealt with thereafter.
- In such instances, children may be excluded from further meetings of this nature and parents may be contacted and informed.