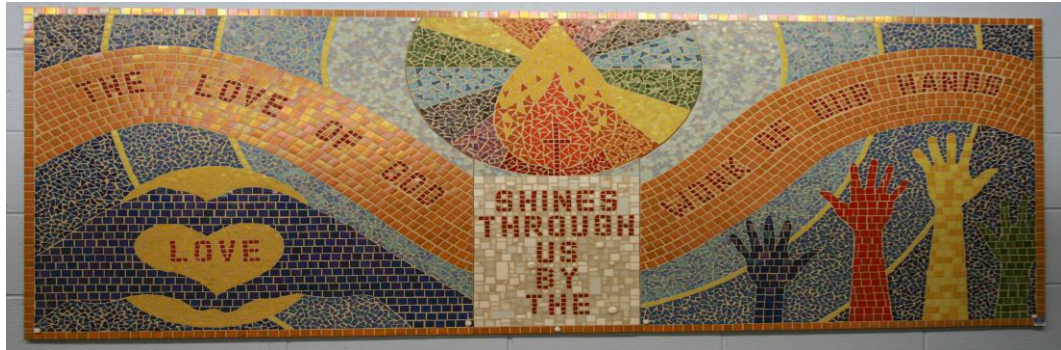


# Norley CE Primary School



## Code of Conduct for Zoom

We are a church school where education is nourished through the teachings of Jesus Christ, enabling each child to fulfil their potential and which reflects our commitment to academic excellence.

We want our children to celebrate and appreciate diversity, fostering qualities that encourage every child to have aspiration for a society in which every individual is cherished.

With our Christian belief at its heart, we work in partnership with each other, families, the church, the local and wider community to create a stimulating and caring environment, where everyone is welcomed, nurtured and empowered.

Christian values directly inspire and influence the children to recognise their self-worth and flourish, enabling them to make the right choices that will continue to shape their lives

*You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lamp stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.*

(Matt. 5:14-16)

## Code of Conduct for Zoom

Zoom is a useful tool that facilitates online communication between home and school. As such, we have added Zoom to our toolkit of home learning approaches and as a medium to conduct parent's evenings and governor's meetings. As with everything we do at Norley CE Primary School, safety remains at the forefront of planning. As such, we would like all stakeholders to read the following code of conduct and remain mindful of its contents at all times. The safety of our children is our number one priority and we trust our community to use Zoom appropriately to enhance opportunities for our young people.

Whilst participating in these sessions please be mindful:

- The sessions are live.
- Only live lessons for home learning will be recorded.
- You will be giving permission for the call to be recorded by joining the live session.
- If you are hosting a Zoom meeting and you do choose to record the call, this video is stored on the account of the host. The account is password protected and only used by that person.
- If an incident occurred, the host can download the recording to watch back.
- No 1:1 meetings with pupils should take place, groups only.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas that are easily supervised, for example, not in bedrooms.
- Language must be appropriate and we request that any adults or children nearby are mindful of this.
- If inappropriate behaviour is displayed children will be warned by the teacher up to two times and then removed from the call. This action will be followed up by a phone call to parents.
- Don't take screenshots or screen recordings of virtual classrooms.
- If staff experience a safeguarding incident, it must be reported to the Safeguarding Lead using our school paperwork.

To promote safety, meetings will be password protected and participants will need an invitation to attend. Therefore, you will need the details emailed to you to enter the meeting. These will be in the form of a meeting ID and password. When you have accessed this, for further safety, you will be placed in a waiting room. Staff will then let you in but only if they recognise the name you have set up Zoom with.



Code of Conduct for Zoom	
Review Frequency:	Annual
Reviewed by:	Curriculum & Community Committee 17 <sup>th</sup> January 2023
Head Teacher approval signature:	<i>Helen Kelly</i>
Head Teacher approval date:	9 <sup>th</sup> February 2023
Chair of Governing Body approval signature:	<i>Paul Corbishley</i>
Chair of Governing Body approval date:	2 <sup>nd</sup> February 2023
Date of next review:	17 <sup>th</sup> January 2024