



Hazeldown Primary School

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Teacher, Parent and Pupil Video Conferencing Acceptable Use Policy

Note: This policy has been created in line with our Data Protection Impact Assessment in consultation with SchoolPro TLC Limited (our DPO). It also takes into consideration the advice given to us by Babcock.

In order to create a safe environment for our pupils and staff when taking part in video conference sessions, the following must be adhered to:

1. By accepting the meeting ID and joining the meeting, staff, pupils and parents agree to the terms set out in this document.
2. Video conference calls (such as Zoom) are only to be accessed on a device which is in a communal family space (no bedrooms) or a professional working space. Staff, pupils and parents must consider their environment and that nothing inappropriate or confidential can be seen in the background of their screen displays.
3. Attendees should be dressed appropriately for a professional working environment/school environment (no pyjamas, dressing gowns or onesies).
4. Other members of the household should not be visible or audible.
5. The meeting ID is to remain confidential and not to be shared to anyone who was not sent access originally.
6. Pupils and parents must not attempt to record the session and must not take any screenshots of the meetings.
7. The meetings/conferences with children will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy. The teacher will remind pupils that each session is to be recorded.
8. Meetings between staff and parents (without children present) do not need be recorded. However, if the teacher chooses to record the meeting, they must inform the parents about how it will be used and how it will be stored. It is also important to offer parents a copy of the video.
9. For participants, some facilities can be disabled by the host teacher. This might include the screen record function, chat and screen share. Teacher may also choose to mute participants.
10. The same expectations of behaviour that are set within a classroom apply to any virtual meetings.
11. A log will be kept of the date, time and pupil participation of each session.
12. The session will be stopped if there are any immediate safeguarding concerns. Staff will report any concerns to the designated safeguarding leads in school.



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