



## **Pupil Acceptable Use Policy (AUP) for Live Lessons using Zoom**

Parents/Carers must ensure that they read this policy alongside their child before using Zoom to access live lessons.

This AUP is essential for managing and sustaining the integrity and legality of The Carlton Junior Academy network and computing resources.

Please read and send a message to the class teacher via Class Dojo, to let them know that you agree to the following protocols. These will help to protect you and your child.

- Do not create or use an existing Zoom account for your child. Always join a meeting by following the link the teacher has sent. We will be using our school account for this.
- Make sure the Meeting ID and Password is from our school Class Dojo platform.
- When joining a live lesson make sure that the name that appears on the screen for your child is their first name and the initial of their surname, so that the teacher can let them into the lesson.
- For your child's safety we may record the lesson. The recordings are kept for 6 months and no-one is permitted to view them without good reason and only with permission from the headteacher.
- Children and parents are not permitted to start a meeting, make screen grabs, take photos of or record any of the live lessons and share them.
- Children are not permitted to call, chat, set up private groups between each other.
- Ideally, your child should be somewhere in their home away from others so that they can concentrate and so that siblings or other household members will not inadvertently broadcast to the class.
- Children should not be in a room on their own with a closed door and an adult should frequently check in on them.
- Parents should think about what is in the background and if possible blur the background for their child if in a virtual lesson which involves a camera.
- Children should be fully dressed for live meetings (no nightwear) and wear their school uniform top in lessons.
- Microphones should be muted, unless directed by the teacher to turn them on.
- Your child can use the hands up tool (if available) if they want to talk.
- When written chat is enabled it should be appropriate and polite and your child should never upload anything into this chat.
- Your child is expected to follow the usual high standards of behaviour as they would in school.
- Children/parents must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.



- Children should not respond to contact requests made from someone they don't know during the live session. They must report any such requests to the class teacher.
- Teaching staff reserve the right to remove a pupil from the meeting if the above rules are not adhered to and appropriate sanctions will be taken.
- We aim to make sure that there are two staff members on the video call.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.

This runs alongside the school ICT acceptable use policy and online safety policy.