

# Keeping Safe When Using zoom

Zoom sessions will be organised and hosted by the class teacher.

An invitation to the session will be sent the day before via email.

The teacher will be in control of the screen and make sure everyone is being respectful.

There will be two adults from school present during each session to ensure safeguarding protocols are followed.

Sessions will not be recorded and will take place during normal school hours.

## Do

Sit in a quiet place in your house with little background noise. You must not be in your bedroom.



Make sure you are dressed appropriately and ready to learn.

Remember that everything you say and do can be seen by everyone in the session.



Speak to each other with respect and behave how you would in class.



## Don't



Do not share the session details with anyone. Your teacher will only send an invitation to pupils in your year class.

Do not accept contact requests from people you do not know.



Do not share personal information.

## Parents

Be aware that there will be a number of students in the session. Make sure no personal or sensitive information is visible.

**Let us all play our part to keep our virtual classroom safe.**