



# KRISHNA AVANTI

## PRIMARY SCHOOL

**Video Conferencing Policy**

**April 2020**

## **Rationale**

The aim of the School is to emphasise that the curriculum should meet the needs of each pupil. The staff, parents and members of the School Stakeholders Committee should strive to work in partnership to best achieve this goal.

The use of information and communication technologies (ICT), including the Internet, has developed rapidly and now involves every pupil and member of staff. The Internet has become an integral part of children's lives, enabling them to undertake research, talk to friends and access information from a wide range of sources. However, increasing use of the Internet, in and out of school, brings with it the need to ensure that learners are safe.

Internet development is constantly evolving into ever more innovative areas, with many websites enabling amazing creativity and interaction between peers. Pupils interact with new technologies, such as mobile phones, tablets and the internet, on a daily basis and experience a wide range of opportunities, opinions and situations. The exchange of ideas, social interaction and learning opportunities involved is greatly beneficial but can occasionally place young people in danger.

**Following school closure during the Covid-19 crisis of 2020 Krishna Avanti Primary School (Croydon) has developed the use of video conferencing using the Microsoft Teams platform.**

Video conferencing enables users to see and hear each other between different locations. It is a real time, interactive technology and has many uses in education. The video conferencing equipment uses a network to communicate with the other site. The school takes the following precautions to ensure the safety of staff and pupils.

## **General**

- Unique log on and password details for the educational videoconferencing service are only issued to members of staff and kept secure
- External IP addresses are not made available to other sites or made visible to external parties
- Video conferencing contact information is not put on the school website
- Administrator has oversight and will check the log of all meetings that have been scheduled
- Ensure that the system settings have been established appropriately:
  - Only staff members are able to initiate a meeting and act as a host
  - Personal Meeting ID (OMI) disabled by default
  - Only the host (staff member) will have the ability to share a screen
  - Only the host (staff member) has the ability to record a session (this facility for pupils has been disabled)
  - Attendees are set as mute on entry – teachers should toggle off ability to unmute themselves at the beginning of the meeting
  - The chat function is disabled for attendees
  - The annotation function is disabled for attendees
  - The in-meeting file transfer function is disabled
  - If a participant is removed from a meeting the ability to re-join is disabled

## **School Staff will:**

- Only use school registered email accounts to host meetings, never personal ones
- Ensure the school registered account is only used for school purposes and not for personal use
- Keep their login details secure
- Make sure they are using the latest version of the app / software – install new version when prompted
- Share the invitation link with Krishna Avanti
- Primary pupils only – it will not be shared externally.
- If the host notices that an uninvited attendee joins the meeting, then they should remove that attendee and inform the Headteacher or Safeguarding Leads.

- If a pupil is behaving inappropriately in a session, then the host should warn the pupil, if it continues then the pupil can be removed from the session. Staff to ask CLT to follow up with parents before that pupil joins a future session.
- Only share the meeting specific invitation
- Only use a videoconferencing system that has been approved by the school (currently Microsoft Teams)
- Ensure that you have a safe and appropriate place and use a background from Microsoft Teams so that pupils are not able to see your home
- Take care to ensure that monitors and screens showing pupil faces and / or names cannot readily be overlooked and viewed by unauthorised persons
- Schedule and host all video conference sessions-CLT must know when they are scheduled and 2 members of staff must be present at each session or it must be recorded
- Keep a brief log of the meeting: What? When? Where? Anything that went wrong? Any inappropriate use of the system by pupils? Which other staff member was present?
- Ensure that materials to be delivered are appropriate for the age group of participants
- Use Microsoft teams to complement the curriculum (statutory and non-statutory) during the school closure period
- Ensure that video conferencing sessions are only carried out with groups of pupils- if only one pupil attends the meeting do not continue and inform CLT
- Establish age appropriate ground rules with pupils at the beginning of the session
- Consider and put in place appropriate support required for SEND pupils – use of accessible language and images when sharing documents/images on the screen
- Consider pupils that are unable to access and join the meetings can the information from the session be shared via Google classrooms?
- Ensure live sessions are recorded to the cloud
- Ensure pre-recorded sessions are also recorded to the cloud, this will make it easier to send the link out
- Ensure that no form of social media is used with the children
- Not give out or share personal contact details or social media accounts
- Maintain professional boundaries when using Microsoft Teams and use appropriate language at all times
- Remind pupils about the safeguarding policy and reporting process

## **Contract of Use Issued to Parents**

### **Agreement for video conference classes**

We are asking for your support and understanding in this new way of teaching and learning with video conference technology whilst your child is at home.

Please note that the school is not responsible for the quality of your video conference connection. The quality relies heavily on your internet connection at home and the device you are using.

1. All users to abide by the code of conduct.
2. Parents and children are not permitted to share the URL with another adult or child.
3. Other than by the teacher, no videos, recording or photos of the video conferences will be allowed. If the member of staff is made aware that screens have been **photographed or recorded your child will no longer be able to access the video conferences.**
4. No images/recordings of the video conference are to be shared on social media.
5. Children must follow the behaviour policy of the school even though they are at home.
6. There will be zero tolerance against any verbal/ visual abuse towards staff or other pupils during the video conference.

7. By reading this agreement, you are giving permission to the school to record your child during the video conference, for safeguarding and monitoring purposes only.
8. The school will do its best to give at least 24hr notice if there is a reason that the session may need to be cancelled.
9. The school and the teacher are not responsible for issues relating to bandwidth which may occur during the session.

**If any of the above rules are not followed, you will be removed from the video conference immediately. Also, you will be banned from future video conferences and may be liable to prosecution**

### **User guidelines for video conferencing from your Home**

- Please be aware of all that is shown on camera and heard through the microphone!
- Please be aware of the background your child is seated in front of. Keep it **simple and plain**.
- Do not sit your child in front of a window. This will cast a dark shadow.
- The area your child is seated in needs to be as quiet as possible so they can hear the audio clearly and see the image on the screen. There should be no other distractions.
- Please make sure your child is appropriately dressed.
- Please ensure that your camera is positioned so that it only shows the head and shoulders of your child.

- Positive language and the school behaviour policy is to be used at all times.
- The class will be recorded for monitoring and safeguarding.
- Parents/ adults should not be visible on screen – only the child
- Please do not engage in conversation with the teachers – this can be done by email
- Once the class teacher has ended the session your child must leave the online ‘room’ immediately

### **Linked Policies**

Safeguarding Policy  
Staff Code of Conduct  
Staff Handbook  
Online Safety Policy