



DELCE ACADEMY

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Parent and Pupil Google Classrooms and Zoom Code of Conduct

In order to create a safe environment for pupils and staff when taking part in Zoom and Google Classroom conference sessions, the following considerations must be observed:

1. By accepting the Google Classroom/Zoom invite and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Google Classroom/Zoom is only to be accessed by a device in a communal family space.
3. It should ideally be supervised by an adult to deal with any technical difficulties.
4. Attendees should be dressed appropriately.
5. The meeting ID and passwords are to remain confidential and not be shared to anyone that it was not designated to.
6. Recording, photos or screenshots of the Google Classroom/Zoom meeting are **not** allowed by participants or parents/carers.
7. Personal comments and opinions regarding the Google Classroom/Zoom sessions **SHOULD NOT** be uploaded to any social media platforms – any concerns should be raised directly with the class teacher.
8. The Google Classroom/Zoom will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy.
9. For participants some Google Classroom/Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
10. Lastly the same behaviour expectations that are set within a classroom apply to the Google Classroom/Zoom meeting and the teacher retains the right to terminate a pupil's participation – **this includes the conduct of the adult supervising the session.**
11. Parents and carers need to conduct themselves in a professional manner throughout these sessions.