

## Appendix 2

### Remote User Agreement – Google Meets

#### General

- Unique log on and password details for the educational video conferencing service are only issued to members of staff and kept secure.
- External IP addresses are not made available to other sites.
- Video conferencing contact information is not put on the school website.
- Only use video conference with parent's knowledge, approval and **presence**.
- Ensure pupils will participate in a shared, safe area of the house and not in a bedroom.
- All parties (teachers/parents/pupils) to be dressed appropriately in normal daywear.
- Ensure no inappropriate objects, information or personal items are visible in the background.
- Pupils to switch off microphone (**click microphone icon**) unless asked to contribute by a teacher.
- Pupils will not take part in a meeting without a teacher present.
- Pupils to leave meetings when instructed to do so by the teacher and will not attempt to re-enter a meeting.
- Understand for the safety of all parties, Holy Trinity staff will record one-to-one video conferences with pupils/parents. All participants must be advised in advance if the session is being recorded. Any recordings will be immediately saved securely.
- Recording of video conferencing sessions by parents is disabled by default.
- Topics discussed should follow normal lesson and school interactions.
- **Any inappropriate behaviour may result in a child being removed from the Google meet by the teacher.**

#### School Staff will:

- Only use school registered accounts, never personal ones.
- Only use a system that has been approved by the school.
- Schedule and lead all video conference sessions.
- Ensure that the settings been established appropriately: only staff can initiate a meeting, mute on entry, chat function disabled for pupils and annotation function disabled for pupils.

**Parents will:**

- Ensure their child has a safe, **shared (with the background presence of a responsible adult)** and appropriate place with no inappropriate objects or information visible.
- Ensure they have read and understood the acceptable ICT use policy.
- Ensure pupils are accessing appropriately and using the tool appropriately.
- Agree to sessions being recorded by the school and saved securely on an encrypted school device.
- Agree not to take screen shots of any other pupils who may be visible during the session in line with our media consent policy.
- Ensure that pupils are supported with any video conferencing sessions and supervised where appropriate.
- Ensure that the pupils have the correct environment for taking part in a video conferencing session; ensure any other people in your household know that you are interacting with children and should not be disturbed and that they should use appropriate language.