

Pupil and Parent protocol for joining 'live streamed' Zoom meetings

Connecting:

Install the Zoom app in advance of your first meeting and test that it works: <https://zoom.us/>.

- Monitor Google classrooms: this is where your teachers will post joining instructions for live meetings. Will be posted close to the agreed date/time of each meeting.
- Be aware that every meeting will be recorded and later shared via Google classroom.

Pupil rules:

To safeguard the pupils and staff taking part in the zoom lessons it is important that you adhere to the following set of instructions when connecting to live streamed meetings.

Failure to do so will result in your removal from the meeting.

- **Do not share joining instructions** for NDHS Zoom meetings with anyone.
- Ensure that your name, as shown in Zoom, is your full name as registered with NDHS. Teachers will use this to decide whether to 'admit' you from the Waiting room.
- Once admitted into the lesson from the waiting room, please activate your video to enable your teacher to do a second identity check. Your teacher may then ask you to turn off your video.
- Dress appropriately for each meeting.
- Adhere to the Behaviour briefing which we will repeat at the start of each meeting.
- Your microphone will be muted within the meeting. To get the teacher's attention, use the 'raise hand' feature under the 'Participants' menu.
- Avoid use of the 'Chat' feature unless your teachers ask you to post questions using it.
- You need to be in the lesson no later than 5 minutes **before** the published start time; lessons will be locked once pupils are admitted. (If you encounter a problem, please send the teacher concerned a direct email).

Parent protocol:

We appreciate that you may wish to monitor your child's use of Zoom, however we ask you to follow our proposal for Parents:

- Parents are asked not to actively participate in sessions (e.g. through the use of audio).
- If parents wish to make a comment regarding NDHS zoom protocol or E-Learning provision please use the following link [click here](#) .