

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

Connecting:

1. Install the Zoom app in advance of your first meeting and test that it works: <https://zoom.us/>.
2. Sign into Zoom each morning using your NDHS account, as set out on page 2 of this document.
3. Monitor Google classrooms: this is where your teachers will post joining instructions for live meetings. These will be posted close to the agreed date/time of each meeting.
4. 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 you connect to your live zoom lesson via your NDHS account (see guidance on connecting to NDHS zoom Lessons).
- Once you are authenticated and the teacher has started the meeting our zoom links will take you directly in – should you instead find yourself in the waiting room – please revisit the instructions on page 2 and attempt to reconnect – if this issue continues contact your HOY via email.
- Dress appropriately for each meeting and ensure your background screen is suitable.
- 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. (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](#) .

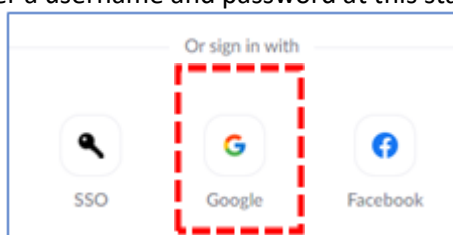
Guidance on - Connecting to NDHS zoom lessons Effective Mon 25/1/21

Pupils are only able to connect to zoom lessons having first logged into their NDHS account. Here is how to do that, from either an internet browser or the Zoom app.

Please note: following these instructions will allow our IT services team to support you, if you lock your account and need to reset it. The instructions will ensure that you log in using your standard NDHS email address and password, rather than having to manage / keep track of an additional set of login details.

Route 1 – from your browser

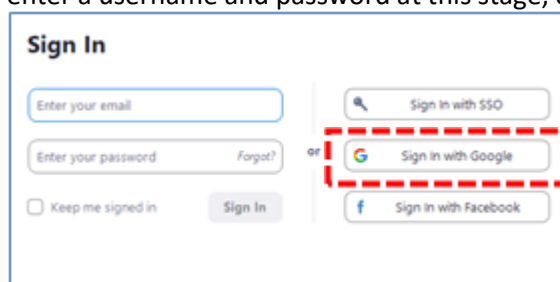
1. Open a new tab.
2. Go to <https://zoom.us/signin>
3. Rather than try to enter a username and password at this stage, click 'Google':



4. You will be asked by Google to choose an account or enter an account at this stage. Select or enter your ndhs.org.uk email address at this stage e.g. 14jsmith@ndhs.org.uk
5. You will redirect to the standard RM unify login page. Enter your ndhs.org.uk email and standard password.
6. You will now be redirected to your zoom account home page.
7. You can now click on zoom meeting links from within google classroom, and bypass the 'waiting room', going straight into the meeting once the teacher has started it, ready to be registered.

Route 2 – via the Zoom app on a PC, tablet or smartphone

1. Open the Zoom app.
2. Sign out from an existing account if it is not your ndhs.org.uk zoom account.
3. Rather than try to enter a username and password at this stage, click 'Sign in with Google':



4. Now follow steps 4 to 7 from the above instructions for logging in via your browser.