ZOOM GUIDELINES FOR PARENTS

Zoom is an online tool or application that allows video and audio communication to groups. The purpose of using Zoom with the children in our classes is to enable face to face interaction during the isolation period. This letter is designed to help Zoom meetings go smoothly for all and help everyone stay cybersafe.

Teacher Safety Steps
To ensure that only class members can join, teachers will be sending a Meeting ID to each student. The Waiting Room feature will be used which means the teacher has to ‘admit’ each student into the meeting. Teachers can control student microphones and who can share their screen.

Expectations for Students

*Parents, please go through these points with students prior to the first Zoom meeting.*

- You need to ensure your device is fully charged or plugged in before entering a Zoom session.
- Once you have clicked on the invitation link, you will go into a ‘waiting room’. Your teacher will allow access to the session. You will know when this has happened because you will be able to see others on your screen.
- Teachers will start admitting students to the meeting from ten minutes before it starts. Once you are admitted you will be waiting for others to join.
- Once the meeting has started at the set time, no further students will be admitted as this becomes too disruptive for the flow of the meeting and for the teacher running it.
- The volume will need to be up on the device you are using and the video activated.
- You may need help to get ready for the Zoom meeting but after that you are expected to manage with only your teacher helping.
- Your teacher will lead the session and will be looking forward to having you participate. Zoom allows you to see and hear one another, almost as if you are in the classroom together, so you will need to take turns and spend time listening to others or to instructions. Please respect the ideas and opinions of others, just like you do at school.
- If you need to leave the meeting for some reason, please let your teacher know.

Expectations for Parents

- Once your child is set up for their Zoom meeting please allow them to attend the session by themselves, as would happen with a classroom session.
- Please try to have your child set up for the meeting in a space where there will be minimum disruptions.
- Please do not use photography or any recording equipment (including Zoom recording) during the Zoom session.