**Ursula Taylor C of E School**



Microsoft Teams and ‘Zoom’ and Dojo

**September 2020**

Policy for the use of Zoom for remote learning and internal communications.

Rationale:

COVID-19 and the restrictions it has placed upon schooling and attendance requires a flexible approach to the delivery of the curriculum. A clear plan is required to be in place to support those children out of school due to Coronavirus, either following a positive test or isolating due to a family members’ positive test / bubbles closing. This could include: individuals, siblings or class bubbles. Each situation is different and the advice provided by Public Health England Health Protection Team will reflect this.

In order to provide effective remote/blended learning and internal access to Collective Worship, Staff Meetings etc., staff at Ursula Taylor C of E School will be able to use Microsoft Teams (Through our secure email facility) Zoom and Class Dojo to provide face to face contact.

This policy is an addendum to a number of other school policies:

* E Safety and Acceptable Use
* Safeguarding and Child Protection
* Teaching and Learning: The Curriculum
* Collective Worship

Uses of zoom at UTS may include:

Collective worship, remote learning / keeping in touch, Governor Meetings, Staff Meetings, Meetings with parents.

Use of Microsoft Teams will be for internal meetings, conversations and communication. This will run alongside our staff email system.

Zoom Policy: These measures will be assured to make Zoom as safe as possible for use at school.

1.)Zoom contact with children will take place during school hours only

2.) Use a new meeting room each time – do not use personal meeting IDs, passwords must be new for each session

3.) Don’t allow attendees to join before the host

4.) Mute attendees on joining

5.) Turn screen sharing off

6.) Set up a Waiting Room

7.) Lock your meeting room after you have started

8.) Don’t publicise your meeting’s link on Social Media

9.) Don’t share a screenshot of everyone, especially when it shows the meeting ID

10.) Try to have someone whose job it is to ‘manage the room’

11.) Tell people what the Plan B is, (i.e. if you have to abort the meeting where will the meeting move to and how can people rejoin?)

12.) Avoid sharing personal information

13.) Turn off your video and microphone unless it is needed.

14.) Attendees must use the child’s name (if applicable) as their ID name, to ensure staff know whom is in the waiting room

The video Link below, recommended by The Safeguarding Pro, Andrew Hall, details basic information about using Zoom safely.

<https://www.youtube.com/channel/UC9BqPtCcSyHvQsbl2rumM4w>

Class Dojo

Class Dojo is a secure, protected space where accessibility is controlled by the school. This resources is used as a tool for home / school communication and to share successes and information. Dojo will also be used in the event that we have a bubble closure or we are required to provide blended / remote learning during COVID -19.

Videos will be uploaded to complement learning and to keep in touch with the children and the portfolios section can be used for children and parents to upload their work for Teacher’s to look at.

Class Dojo will only be used within school hours. Staff will be expected to check this on a daily basis during working hours and respond to parental queries as and when required.

Monitoring and Review

This policy will be reviewed regularly to ensure it is fit for purpose and that safeguarding is assured.

Policy written 16th September 2020