Robert Arkenstall Primary School

Zoom Security Policy

It is the aim of Robert Arkenstall Primary School to provide a broad curriculum and education of the highest quality within a happy, safe, secure and stimulating environment, which enables each child to experience success; to equip them with skills as thoughtful, caring and active citizens, eager to explore the possibilities of the world.

pursue possibilities; love learning

This policy is published on the School website, stored on the Network: Staff Share and is available on request from the school office

Governor Committee	Finance and Personnel
Reviewer	K Bonney
Ratified	May 2020
Review period	2 years
Next review due	May 2022

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Considerations

Teaching has changed considerably in the last month. Children are completing home learning tasks and are isolated away from their friends, normal routine and their class teachers who provide stability and consistency every weekday. For many this is very upsetting. The proposal to use Zoom (until further developments) is to benefit the children's wellbeing (and teachers') and for school to facilitate them discussing their experiences with classmates beyond those whose phone numbers they or their parents have.

Whilst Zoom has come under increased scrutiny, as many of the world have turned to video conferencing tools to stay connected, it is with great consideration that we believe, providing the expectations and security settings stated below are followed, that this is the preferred tool to use to support whole or part class meetings.

Where possible, children in attendance at school may also join the call.

Participant Expectations

The following expectations will be clearly stated in a letter sent to parents / carers in advance of using Zoom.

✓ Children will need access to a laptop or tablet with video and microphone enabled.

✓ Adults must be responsible for setting up the call using the passwords and information supplied by the hosting teacher.

✓ Children must participate in the call in a family room. This cannot be their bedroom.

✓ The usual school rules apply; no inappropriate language or gestures will be tolerated. Children will be expected to respect others' opinions and allow their peers to talk. Inappropriate behaviour will lead to the class teacher 'muting' your child's input or ending their participation.

✓ Conversations will be predominantly led by the hosting teacher and will largely be around wellbeing and questions regarding work.

✓ It is not essential for an adult to be present with a KS2 child, but adults should stay within earshot for the duration of the call. Feel free to pop in and give us a wave if you would like.

✓ Children have the right to choose to leave the call at any point.

✓ Children will be added to the group meeting via a 'waiting room'. They will only be admitted if a recognisable name is visible – i.e 'Mandy' or a parent's name. Generic 'iphone6' or 'admin' type names will not be admitted for security reasons.

✓ Children in Early Years and KS1 should have a parent present and visible at all times.

✓ Siblings of participating children are not permitted to be part of the call.

✓ Children are not permitted to have their own mobile phones with them for the duration of the call.

✓ Children may only use pre-made backgrounds created by Zoom. If using, these should be decided at the beginning of the call and then remain unchanged throughout.

✓ Dress code: visible clothing should be in line with a non-uniform school dress code.

✓ Passwords to the meeting should not be shared with anyone. If another member of the class has lost their password, they should contact their class teacher directly via the class email address.

If any child breaks the rules stated above:

- In the first instance, mute all participants and remind child of expectations.
- If behaviour continues, remind child that you are able to remove them from the meeting.
- With persistent disruption or ignoring of your requests, remove the child from the meeting.
- Following the meeting, staff should email the child' parents/carers directly using their class email account and cc in a member of the Senior Management Team about the child's behaviour.
- Update Bromcom with this information.

Staff Expectations

It should be considered that all expectations previously sent out relating to social media, as well as the expectations of the children above, should be adhered to, with addition of:

✓ Staff must host meetings in a family room or office. This must not be a bedroom. It is preferable for the background image to be as plain as possible or using a 'pre-set' Zoom background where technology allows.

✓ Where possible, it is preferable for calls to be hosted using the school's laptop, not a member of staff's mobile phone.

✓ No other family member or member of staff's child should appear on screen. This includes family pets.

✓ Staff should invite parents to wave or comment at least once during the meeting to ascertain if they are nearby.

✓ Staff should be the host of all meetings, never giving this option to one of the pupils. This means that they remain in control at all times.

How to run a successful meeting

What works well	What doesn't
➢ Give families plenty of notice of the meeting. ➢ Allow families time to check their audio is working and then explain that you are going to mute them for a few minutes until everyone is ready. Lots of waving to each other will ensue. ➢ Use of 'break out rooms' (see below for guidance) to split participants into smaller groups. Explain to the class what will happen to their screens as their technology prepares to put them into rooms so they don't panic and close it. ➢ Giving breakout rooms a specific question or statement to discuss and then feedback to whole class. ➢ Muting whole class while host teacher speaks and gives instructions.	➢ Allowing 'free chat' – dominant voices will take over and it will be difficult to hear each other and respond. ➢ Forgetting about the waiting room after a while – keep checking back as some children will enter very late. ➢ Expecting to teach a 'normal' lesson through this method. ➢ Host turning up late: be prepared 10 minutes before the meeting.

Security Settings

Staff should, as a bare minimum, ensure the following security settings are enabled.

	Edit Name	**Name should be title and surname, not first name**
Settings / Meeting	**Join before host**	Join before host Allow participants to join the meeting before the host arrives
	Authenticated Users	Only authenticated users can join meetings from Web client The participants need to authenticate prior to joining meetings from web client

Settings / Meeting	**Password protect (require a password for all types of meeting)**	Require a password when scheduling new meetings A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.
	Mute on entry	Mute participants upon entry Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.
	Encryption	Require Encryption for 3rd Party Endpoints (H323/SIP) Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).
	Chats (all off)	Chat Allow meeting participants to send a message visible to all participants Private chat Allow meeting participants to send a private 1:1 message to another participant. Auto saving chats Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.
	Screen sharing	Screen sharing Allow host and participants to share their screen or content during meetings Who can share? Host Only All Participants Who can start sharing when someone else is sharing? Host Only All Participants

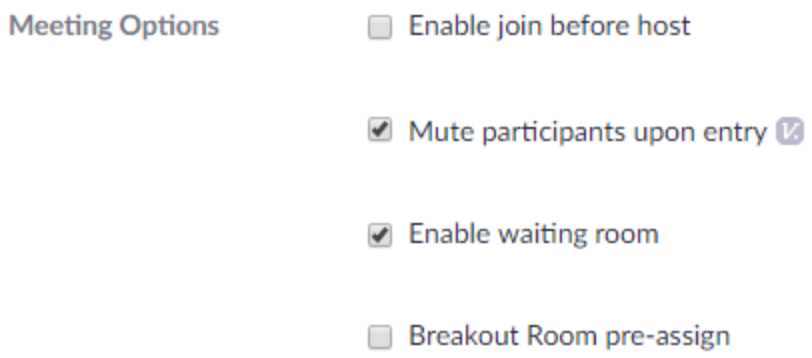
Settings / Meeting	**Allow participants to rename themselves**	Allow participants to rename themselves Allow meeting participants and webinar panelists to rename themselves.
	Breakout rooms	Breakout room Allow host to split meeting participants into separate, smaller rooms ☑ Allow host to assign participants to breakout rooms when scheduling
	Far end camera	Far end camera control Allow another user to take control of your camera during a meeting
	Virtual background	Virtual background Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.
	Waiting room	Waiting room Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.
	Use of browser	Show a "Join from your browser" link Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Settings / Recording	**All recordings disabled**	Local recording Allow hosts and participants to record the meeting to a local file Automatic recording Record meetings automatically as they start Recording disclaimer Show a customizable disclaimer to participants before a recording starts Multiple audio notifications of recorded meeting Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.
Settings/ Telephone	**Mask numbers**	Mask phone number in the participant list Phone numbers of users dialing into a meeting will be masked in the participant list. For example: 888****666

Scheduling a Meeting

Click	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING
Ensure you pick correct time zone!	Time Zone (GMT+0:00) Greenwich Mean Time
Provide password. This can be changed to something easier for parents to type in	Meeting Password Require meeting password 6wM4SZ
Ensure video on	Video Host on off Participant on off

Do not allow participants to join before host (member of staff)



Useful information to read

Update on security settings as of April 4th
https://support.zoom.us/hc/en-us/articles/360041408732

Zoom tips for teachers (note, designed for teachers aiming to teach using the tool, but helpful hints about using break out rooms)
https://docs.google.com/presentation/d/1m_t-8-BjCHCeeA89eijagCNwgQuQSGCJDUiZxJ0Nr70/preview?fbclid=IwAR1cIJ1cJR-xOIk8BNX5khdmCLvvWmHPmBHW0aMEdInOWwy9sWNkHQyltoM&slide=id.g81951d6b7c_0_13