

# *Holy Family N.S. - Tubbercurry – Co. Sligo*



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## **Code of Behaviour for School Zoom Calls**

### **Introduction**

This policy was put together to facilitate the use of Zoom in the school during Covid 19 School Closures. The school has an I-Educate Zoom for Education account.

### **Rationale**

In devising this code, consideration has been given to the particular needs and circumstances of this school. Our aim is to encourage and create an environment that is conducive to teaching and learning

### **Relationship to the Characteristic Ethos and Spirit of the School**

Holy Family NS is Catholic Primary School. It was founded by the Marist Order and is part of the Diocese of Achonry. In keeping with our ethos in Holy Family N.S. all children are cherished equally. The school seeks to create a happy, tolerant, safe environment in which each child is encouraged to strive towards his/her unique potential. The code works works in tandem with our Code of Behaviour.

### **Our expectations about standards of behaviour:**

Standards should reflect the following values:

- A respect for self and others
- Kindness and a willingness to help others
- Courtesy and good manners
- Fairness towards others
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness

### **General Rules for the use of Zoom**

- The school has set up Google Classroom for the provision of school work during the school closure period. Families forwarded emails to join Google Classroom.
- Parents should give their child permission to attend the meeting.
- The teacher/principal will set up the zoom meeting and forward invites to the email provided to the school.
- New links are created for each meeting.
- Class meetings with the teacher are for children in the class group only. Codes should not be shared with any other group. Only children invited to attend should attend.
- The class teacher will set up a waiting room for the group. The teacher will allow access from the waiting room.
- All people are muted on entry to the group.
- The teacher will discuss rules with the group on entry.

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- Children should use their own name as the username.
- In a group setting, children should raise their hands to talk. This allows all voices to be heard
- There is no recording of these meetings – by the school or the child.  
No permission, under GDPR, for recording or sharing of meeting has been granted.  
There should also be no sharing of images with others.
- The chat feature will usually be disabled.  
If the teacher uses the chat feature it is for asking questions or appropriate comments.
- This is a school activity and therefore good behaviour and appropriate language is expected online.
- When the teacher finishes the meeting the meeting ends.
- The teacher will be keeping a log of children who attended the meeting.
- Failure to work with the rules may mean removal from the group. It could also mean the child is excluded from future meetings.

## **Meetings with parents:**

Zoom calls may be used with parents for a number of reasons:

- Children's progress reports
- Parent-Teacher consultation
- Updated educational and/or medical needs report

The meeting will be arranged through the school

- People who are attending the meeting will be agreed beforehand
- Only those invited to attend the meeting should attend
- The meeting will not be recorded. Handwritten notes may be taken

## **Responding to Inappropriate Behaviour**

The BOM takes responsibility for maintaining classroom and school environment which is supportive of children's learning and ensures continuity of curriculum.

The BOM will intervene when children's behaviour does not meet the standards expected in the school. (see also Code of Behaviour)

## **Review and Ratification**

This document was prepared during National lockdown. It was shared with all staff and BOM for approval. The document will be reviewed when the needs of the school change or following guidance from the Department of Education

The document will be shared on our website for all families