



Contract of Use

Agreement for video conference classes.

Please note that the school is not responsible for the quality of your video conference connection. The quality relies heavily on your internet connection at home and the device you are using.

1. All users to abide by the code of conduct.
2. Parents and children are not permitted to share the URL or PIN with another adult or child.
3. Other than by the teacher, no videos, recording or photos of the video conferences will be allowed.
4. No images/recordings of the video conference are to be shared on social media.
5. Children must follow the behaviour policy of the school even though they are at home.
6. There will be zero tolerance against any verbal/ visual abuse towards staff or other pupils during the video conference.
7. Should you lose the URL link or PIN please contact the school office via parentinfo@glade.redbridge.sch.uk or by calling 020 8708 0200.
8. By allowing your child to join the session, you are giving permission to the school to record your child during the video conference, for safeguarding and monitoring purposes only.
9. The school will do its best to give at least 24hr notice if there is a reason that class may need to cancel.

User guidelines for video conferencing from your Home

(Code of Conduct)

Pupils and Parents

- Please be aware of all that is shown on camera and heard through the microphone!
- Please be aware of the background your child is seated in front of. Keep it **simple and plain**.
- Do not sit your child in front of a window. This will cast a dark shadow.
- The area your child is seated in needs to be as quiet as possible so they can hear the audio clearly and see the image on the screen. There should be no other distractions.
- If possible, use a surface that allows paperwork next to the computer/device
- Please make sure your child is appropriately dressed.
- Positive language and the school behaviour policy is to be used at all times.
- The class will be recorded for monitoring and safeguarding.
- When logging into zoom over mobile/browser, type the first name of your child only.
- Parents/ adults should not be visible on screen – only the child.
- Please do not engage in conversation with the teachers.