



Zoom – Code of Conduct

Zoom is a useful tool that facilitates online communication between home and school. As such, we will be adding Zoom to our toolkit as an optional, additional resource for communicating with pupils working at home.

This is ultimately to be used at parents' own risk.

As with everything we do at Caldecote, safety remains at the forefront of planning. As such, we would like all parents to read the following code of conduct and remain mindful of its contents at all times. The safety of our children is our number one priority and we trust our community to use Zoom appropriately to enhance opportunities for our pupils.

If participating in these sessions, please be mindful of the following:

- **The sessions are live.**
- **Attendees must wear suitable clothing, as should anyone else in the household.**
- **Any computers/ digital devices used should be in appropriate areas that are easily supervised and an adult should be present.**
- **Language must be appropriate and we request that any adults or children nearby are mindful of this.**
- **Screenshots or screen recordings of the meetings are not permitted.**
- **Attendees can use the chat function to the whole group – but NOT to send private messages**

To promote safety, meetings will be password protected and participants will need an invitation to attend. Therefore, you will need the details emailed to you to enter the meeting. These will be in the form of a meeting ID and password.

If the Code of Conduct is not followed then the meeting host will remove that participant from the meeting.