



*Gaelscoil Mhuscraí,
Sean Iochtarach,
An Bhlárna,
Co. Chiarraí
Guthán/Facs: (021) 4516874
Ríomhphost: gaelscoilmuscraí@gmail.com
Suíomh: <http://gaelscoilmuscraí.ie>*

Treirlínte Maidir le Cruinnithe Idirghníomhacha ar Zoom

Guidelines on Interactive Meetings using Zoom

Réamhrá/ Introduction

This document was drawn up as a guide for staff, pupils and parents as we consider the necessity of hosting online virtual meetings with the children in our school. The need for such a document followed the second forced school closures due to the Coronavirus pandemic. While this document is not a policy in and of itself, it is an addendum to the school's Acceptable Use Policy and is informed by the school's Code of Behaviour, Data Protection and Child Protection policies.

The protection of all children and staff members in our school, their personal private data, their physical and emotional wellbeing is of paramount importance and will serve as the basis for all such virtual meetings. The use of Zoom as a platform has been considered and has been permitted for use in our school, as a means to communicate with our school children during the school closure following the Coronavirus pandemic. Such meetings are permitted in these circumstances as a means to cater primarily for the well-being of all our students.

Treirlínte/Guidelines

Due consideration should be given to these guidelines by all staff, children and parents prior to engaging in a virtual meeting within a school context. This list is just a sample of what should be considered. For the purpose of this document it has

been agreed and decided by school authorities that Zoom will be the chosen platform used in our school.

- Zoom meetings will be pre organized by the school with a given date and time.
- Children/Parents can contribute questions or news in advance of the meeting.
- The class teacher will be the ‘host’ of such a meeting.
- All meetings will be co-hosted with another member of the teaching staff for Child Protection reasons – this member will be the SNA.
- The class teacher will send out the relevant details for joining the meeting through their school email account.
- These login details cannot be shared with anyone other than those to whom the class teacher has invited.
- As children under 16 are not of the digital age of consent, parents must login from their own Zoom account.
- Meetings will be available to join from 5 minutes before to 5 minutes after the scheduled time, and will then be locked once the meeting commences.
- One on One meetings are not permitted in our school.
- Small group meetings will be permitted.
- By joining in with Zoom meetings, parents are consenting to their child’s involvement in said meeting.
- The rules of the meetings must be set out at the start of each meeting.
- Zoom meetings in our school during the closure will purely be for the purposes of ‘checking in’ on student progress and for children’s overall wellbeing.
- Photographs or recordings of meetings by pupils will not be permitted.
- The sharing of content in relation to such meetings on social media will not be permitted.
- Parents will be required to be in earshot of the meeting at all times, but will not engage in the meeting for child protection reasons, unless invited by a staff member.
- All members of the meeting should be appropriately dressed for the meeting. Meetings should be conducted in appropriate settings in individual houses.
- An appropriate background for the meeting should be chosen.

- The meetings should last an appropriate amount of time – 20 to 40 minutes and this will be communicated to parents prior to the meeting.
- Teachers should keep a record of those children who were in attendance at the meeting.
- General notes of the meeting should be kept.
- All participants joining the meeting will be muted initially and should remain muted until the teacher gives them an opportunity to contribute to the meeting.
- Teachers should 'lock' the meeting once all members have joined the meeting. Teachers should inform the school's DLP if they notice or have any concerns of child protection issues or should a disclosure be made to them.
- The teacher may end the meeting at any time should he/she deem any content inappropriate.
- Breaches of the Code of Behaviour or inappropriate behavior will be reported to the Principal and will be dealt with thereafter.
- In such instances, children may be excluded from further meetings of this nature and parents may be contacted and informed.

This list is not an exhaustive list but is a mere guide for consideration. This document has been drawn up in consultation with staff and has been approved and ratified by the Board of Management on 29th January 2021.