Information Note for Parents, Guardians and pupils regarding the use of Video/Phone Calls and Video/Audio Recordings in Online Teaching and Learning and Learner Contact using Zoom

St Patrick's National School uses Zoom as a communication platform to deliver Distance Learning to pupils. As part of this process, St Patrick's Boys' National School has decided that it may be necessary for our teachers/special needs assistants to communicate with your son through the use of video calling, and to use video or audio recordings as part of the teaching and learning process and pupil contact process.

Parent/guardians and pupils should note carefully the following information in relation to the above:

- Zoom video calling and/or recordings form part of the St Patrick's Boys' National School teaching and learning and therefore classroom rules still apply, and St Patrick's Boys' National School code of behaviour and discipline rules remain in place.
- St Patrick's Boys' National School Child Protection Policy continues to remain in place during this period, and where a child protection concern may arise in relation to during on-line classes or contact, staff members will follow the normal practice, in relation to dealing with such concerns.
- It is expected that pupils engaging in Zoom video calls/recordings observe acceptable standards of appropriate behaviour and etiquette, as they would in a classroom setting, along with appropriate dress code during video calls.
- It is strictly prohibited for any pupil, parent/guardian or staff member to record and/or share in any manner a live video call, either through recording that may be available on the platform, or using any other device e.g. mobile phone, without the express written consent of all parties to the call being obtained in advance and the advance approval of the principal teacher. All parties should note that to record a call without consent is a serious issue which may be subject to disciplinary action under the relevant code of behaviour/disciplinary policy.
- Video calling will be facilitated via invitations through email.
- Zoom is the only platform that may be used for video calling.
- As learners access these services through their own devices, it is the responsibility of parents/guardians to review the data and privacy settings for their child's use of Zoom on the relevant devices.
- One-to-one video calls/contact may take place with the learner with the prior consent of the parent/guardian. A consent form is provided for same.
- Where phone calls are required, teachers may only access data available on Aladdin for their own pupils. Teachers will block their number when making phone calls to parents.
- As a matter of good practice, video calls which are conducted on a one-to-one basis with a student should only take place during normal school hours, and, it is required that a parent/guardian be present during such calls, however, it will not be possible for the school to enforce this and take no responsibility for doing so. This should be arranged with the staff member in advance. It is recommended that a quiet place be provided for the call so it can proceed without undue interruption, but one which is in an area of the home that is open and accessible to a parent/guardian (i.e. not in a bedroom behind a closed door).
- Where a staff member provides a video or audio recording of themselves by link to a recording hosted on www.stpatricksboysns.com, parent/guardians and pupils should be mindful that any such recording contain the personal data of the staff member. It is therefore prohibited for such recordings to be altered, downloaded to personal devices or

shared with any other parties without the prior express written permission of the staff member.

- Where a learner is requested to submit a video or audio recording of him/herself for assessment, feedback etc, the staff member will specify how this is to be submitted using Google Classroom, email or Class Dojo.
- Recordings submitted as part of ongoing assignments/homework in the course of normal teaching and learning practice may be shared with teachers and school management within St Patrick's Boys' National School for teaching and learning purposes but will not be shared with any other parties. Learners should retain a copy of recordings submitted on their own devices in case of any query arising subsequent to the deletion of the recording, in the same way as written work is retained by the learner once it is graded and returned.

Advice for Parents, Guardians and pupils:

- Ensure that the device you or your child uses for video calling has the necessary updates, such as operating system updates and software/antivirus updates.
- Ensure your security software and settings are up to date
- If, for technical or other reasons you cannot access or use the approved platform(s), please contact the relevant staff member to explore an alternative. However please note that it may not be possible to use alternatives suggested by parents/guardians if they do not meet data privacy and security requirements of St Patrick's Boys' National School.
- Please ensure you read over the services' privacy or data protection policy to be sure you are satisfied with how Zoom manages your data, and to review the permissions you are granting.
- Ensure your device is being used in a safe and appropriate location and be sure to log out, mute and turn off video as appropriate.

Any queries in relation to data protection issues can be addressed to info@stpatricksboysns.com