



Code of Conduct for Video Calls – Information for Parents

Sixmilebridge National School uses Seesaw as a learning platform to provide Remote Learning to pupils. As part of this process, we have decided that it may be necessary for our teachers/special needs assistants to communicate with pupils using video calling as part of the pupil contact process. The school will use the Microsoft TEAMS for video calls, and they will only be scheduled for the purposes of learner contact so pupils can check in and see each other.

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

1. Classroom rules will still apply including our Code of Behaviour when using TEAMS.
2. Sixmilebridge N.S. Child Protection Policy continues to remain in place during this period, and where a child protection concern may arise during on-line classes or contact, staff members will follow the normal practice, in relation to dealing with such concerns.
3. As a matter of good practice, video calls should only take place during normal school hours and it requires 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. 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).
4. It is expected that pupils engaging in TEAMS video calls observe acceptable standards of appropriate behaviour and etiquette, as they would in a classroom setting, along with appropriate dress code during video calls.
5. **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, as well as being in breach of **GDPR/ Data Protection Law**. For anyone in a household to record and share videos is an offence and will be subject to Garda investigation.
6. Participation in a TEAMS call is will be considered as consent to video calls/ TEAMS.
7. Pupils should log in with their full name (first name and surname) (no alias' as teachers may not admit your child if they are unaware / unsure as to who they are).
8. Pupils videos should be turned on throughout the call and mute their microphones when joining the meeting.
9. Failure to comply with the expected protocol as set out may result in disciplinary action and / or exclusion from future TEAMS meetings.

10. Invitations to Video Class will be issued to parents via email. Parents' acceptance of the invitation will constitute consent for their child's participation in Video Calls.
11. The chat features must not be used unless expressly permitted by the teacher.
12. Please ensure your child follows the protocol as set out below when accessing TEAMS/ video calls.

