

Participant's Zoom Consent Form for Fred Finn Classes Protocols for Fred Finn Zoom Classes

In order to create a safe environment for pupils and staff when taking part in a video- conferencing session, the following considerations must be observed:

General Details of Classes:

- Fred Finn CCE online classes will last 35 mins (40 mins between classes but allowing 5 mins for changeover). Our class times are 10:30, 11:10, 11:50 & 12:30PM. Classes will only be held on Saturday mornings. Classes will not be recorded.
- Generally, your child's class time remains the same as the time as class time during the previous term. Initially, no changes will be made to your child's class time. Any queries on this should be directed to June, by emailing fredfinnsligo@gmail.com.
- **Note regarding Teacher's Fred Finn CCE gmail accounts.** Teachers' email accounts are generally **no reply accounts**. Teachers will not generally be responding to queries sent by email and all email queries should be sent to fredfinnsligo@gmail.com.
- You will automatically enter a virtual waiting room when the code for a Zoom call has been entered. Please note that teachers will only accept users into video call if you can be identified by the display name on your zoom account. Children cannot enter a zoom lesson without being accepted in by the teacher.
- **Please ensure your family's name is included when your child logs onto Zoom every Saturday. For safety reasons, teachers cannot admit users names they don't recognize.**
- Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call approximately five minutes before the scheduled start time
- Please do not try and make contact with Fred Finn teachers through virtual means outside of the scheduled Zoom class. Teachers have a responsibility to spend their class time teaching the children in the class, not to deal with queries from parents during the class time. Any queries regarding your child's class should be directed as normal to fredfinnsligo@gmail.com
- **All Fred Finn pupils will require a copy of The Fred Finn Book of Tunes for online classes. Liber bookstore on O'Connell Street in Sligo have the book of tunes in stock. Price in store is €15.**
- No 1:1 lessons will take place, groups only.
- **Guide on how to use zoom:** <https://www.littledayout.com/parents-students-guide-how-to-use-zoom/>
- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

Protocols for Parents:

By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.

- Online safety protocol must be followed at all times. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Students under the age of 18 should not go to www.zoom.us or any other website or app store to download the app or create an account because:
 - (i) they should only be joining Zoom meeting sessions as participants (not separate account holders) through their parents' account
 - (ii) minors are not permitted to create an account per Zoom's Terms of Service.
- I understand that as parent or guardian, I am responsible for supervising the suitability of my child's/children's online access, communication and the 'home' setting This includes ensuring children have a quiet, safe space from which to meet (in an appropriate room), are wearing appropriate clothing, and that there are no age-inappropriate or unlicensed background noises visuals or moving images. I understand that only my child(ren) will join the meeting, and that adults and other children will not be permitted to partake without prior

agreement by all parties. Parents are encouraged to supervise (but not appear on screen). Each meeting will end at the teacher's discretion.

- It is advised that younger students should have a parent/guardian within earshot during Zoom classes.
- Recording, photos or screenshots of the Zoom meeting are not allowed by participants. Sharing, forwarding, posting, broadcasting or sharing any recordings/pictures/work posted from Fred Finn Zoom classes.
- Please do not share Zoom links to classes with any third parties. This further enhances our security. The meeting ID and password are to remain confidential.
- Parents should use a recognisable user name on Zoom so the teacher can admit them into the meeting. Unrecognised names will not be admitted to the class from the waiting room.
- Students may not engage with each other during the session unless directed to do so by the teacher. The 'private chat' function is not to be used.
- If you witness or hear anything that is of concern, please end the meeting immediately and report your concerns to the Fred Finn Branch organisational team at fredfinnsligo@gmail.com.
- Participants may have to be removed from the zoom session for breaking guidelines.

Protocols for Students:

- Students should be logged in and ready to participate (dressed appropriately) at the exact allocated class time.
- Students should take part in Fred Finn Zoom classes in a suitably quiet, working space, away from background noises such as radio, televisions and chat, as these can be very easily picked up by the microphone
- Students should be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication
- All unnecessary electronic devices must be switched off and out of sight unless being used for the class.
- Students should use their correct full name (first name & surname) for all Zoom classes.
- Students must mute themselves and only unmute when asked to do so by the teacher.
- Students may not engage with each other during the session unless directed to do so by the teacher. The 'private chat' function is not to be used.
- When a video conference finishes, pupils should exit Zoom first and the teacher should close the session once complete.
- Lastly the same behaviour expectations that are set within a classroom apply to the Zoom class and the teacher retains the right to terminate a pupil's participation. The teacher can remotely remove a child/pupil from a live lesson if there is inappropriate behaviour.

Protocols for Teachers:

- Teachers will start classes punctually. Classes will start at the following 4 times each Saturday: 10:30AM, 11:10AM, 11:50AM, 12:30PM.
- Duration of classes is 35 mins.
- Teachers will end each class on Zoom & restart each subsequent class at times listed above. When class finishes, pupils should exit Zoom firstly and the teacher will close the session once complete.
- As the host, teachers will disable the screen record function, screen record & chat for participants through their settings.
- No 1:1 lessons will take place, groups only.
- Teachers are not permitted to change, manipulate, forward, post, broadcast or share a recording of the class.
- Teachers should outline their expectations during the first video-conferencing session. Subsequent sessions should include a brief reminder of the expectations and rules that keep pupils and staff safe online.
- Teachers must be professionally dressed and pupils should be dressed appropriately. Language and behaviour must be professional and appropriate.
- Teachers will remove any participants who are not following guidelines above.

- Teachers should keep a record of attendance for each video-conferencing session & Teachers should keep a record of work covered during each class, in line with branch policy.
- Teachers should communicate any inappropriate behaviour or any interactions that are not conducive to learning to the branch musical director.
- Teachers commit to adhering to data protection requirements in respect to personal data provided by the branch and which is the subject of a data sharing agreement between the teacher and the branch.