

Zoom Protocol for Parents

Prior to the meeting you will be sent an invitation with a link to the meeting, on the day of the meeting you will need to click the link in order to join.

Individual meetings – e.g: Parents Evening Meeting

1. Please enter the 'waiting room' 5 minutes prior to your appointment time and wait for the teacher to open the meeting.

Please ensure you have both your audio and video on.

2. Zoom view – to change your viewed background in Zoom to a virtual view see: <https://support.zoom.us/hc/en-us/articles/204674889-Zoom-Rooms-Customized-Background>

3. Individual Zoom Meeting Participation Guidelines

- a) Turn off notifications or sounds that could be distracting.
- b) Treat the meeting as you would a face to face meeting at school.
- c) Try to find a quiet space where you will be uninterrupted.
- d) Only invited participants should use meeting information. If a participant wants to invite another, he or she should ask the meeting host.
- e) **Do not take screenshots**

Group Meetings – e.g: Class, bubble or whole school zoom events

1. 1. 2. & 3. As above

4. Group Zoom Meeting Participation Guidelines

- a) Turn off notifications or sounds that could be distracting.
- b) Mute yourself, you can use the "chat" feature to ask questions, make comments, or to indicate you'd like to unmute to make a comment then do so if the organizer invites you to.
- c) If possible, utilize [meeting reactions](#) and [non-verbal feedback](#) in order to express agreement or raise your hand during a meeting without interrupting the main speaker or host.
- d) Treat the meeting as you would an event or large meeting at school.
- e) Try to find a quiet space where you will be uninterrupted.
- f) Zoom profile pictures should be appropriate – a simple selfie or virtual background or no picture.
- g) When unmuted, avoid noisy activities like typing or shuffling of papers.
- h) Only invited participants should use meeting information. If a participant wants to invite another, he or she should be in touch with the meeting host or that host's assistant
- i) **Do not take screenshots**
- j) Do not share any personal information i.e.: names or comments that you maybe party to during the zoom meeting