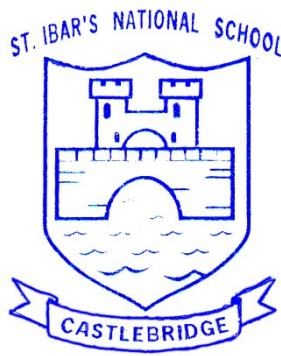


**St Ibars N.S.,
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Post Code Y35 Y208
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**Scoil Naomh Iobhar,
Castlebridge,
Co. Wexford.
Mr. Pat Goff
(Chairperson of Board)
Edward Lyons (Principal)**

Castlebridge N.S

School Zoom Guidelines are as follows.

Zoom calls are organised as a means to cater primarily for the wellbeing of all our students. The Zoom meetings in our school during home schooling, will be for the purposes of checking in on student progress and to give the students the opportunity to see and speak to each other. Zoom meetings are not for instructional purposes.

- Zoom meetings will be pre organised by the school with a given date and time.
- The class teacher will be the 'host' of such a meeting.
- At least 2 members of staff will be present at the Zoom meetings.
- A meeting will last approximately 15 minutes.
- The class teacher will send out the relevant details on Seesaw/Aladdin for joining the meeting.
- The 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 in from their own Zoom account.

- Participants should take part in this online meeting 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.
- Participants should be suitably dressed for these meetings and ensure that meeting takes place in suitable area as background will be visible.
- Pupils should sit up and remain attentive for the duration of the meeting. Please refrain from walking around and eating during the meetings.
- 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.
- Small group meetings will be permitted with our SEN team.
- By joining in with Zoom meetings, parents are consenting to their child's involvement in said meeting.
- Zoom meetings are not for instructional reasons.
- The recording of such meetings is not permitted.
- Photographs of meetings is not permitted.
- The sharing of content in relation to such meetings on social media is not 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.
- All members of the meeting must be appropriately dressed for the meeting.
- Meetings should be conducted in appropriate settings in individual houses, not in bedrooms or rooms where the television is on in the background, for example.
- An appropriate background for the meeting should be chosen.

- Teachers will keep a record of those children who were in attendance at the meeting.
- Students may only speak to the teacher when prompted. Host will generally mute all participants and unmute when necessary. Should this not happen, participants must mute themselves when and only unmute when asked to do so, or after they have raised their hand.
- Participants will be removed for breaking guidelines.
- Teachers will 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 behaviour 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.
- It is necessary that parent/supervising adult be present in house when pupil is accessing Zoom meetings.
- Meeting links and passwords shall not be shared with anyone outside Castlebridge N.S.
- By joining a Zoom meeting organised by Castlebridge N.S., you are consenting for yourself /your child to abide by the guidelines outlined in this document.
- Some children may not wish to participate in Zoom meetings and it is not obligatory that they do as these meetings do not form part of their academic work.