Dear Parents,

We are introducing the opportunity to join us in school for online ‘Zoom’ sessions during the school closure. This might be for an assembly, story time, lesson or just a catch up with your teachers.

Zoom will run on all web-enabled digital devices, including desktop computers, laptops, and tablets. It will also work on any smartphone, although a small screen is not ideal. Please ensure you have downloaded it prior to joining any meetings.

An invitation to join the Zoom meetings, which will be password protected, will be sent via E-Schools message.

As you will be aware, any online engagement carries a number of risks but by everyone following clear guidance for the use of Zoom we can avoid any behavioural incidents. Your child does not have to join the meetings that are scheduled. Join as many or as few as you chose.

**Guidance for pupil use**

* Please enter the waiting room a few minutes before the lesson starts. You must enter the room with the video on.
* You must use your correct name.
* Just like when you are at school, you are personally responsible for your online behaviour and any misconduct or rule breaking will be reported.
* Staff and children must wear suitable clothing, as should anyone else in the household.
* Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
* Language must be professional and appropriate, including any family members in the background.
* Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.
* The same rules of conduct and behaviour will apply as apply in the classroom and our Behaviour Policy can be found on the website as a point of reference.
* Parents and children **do not have permission** to record, screen grab or photograph the lesson.
* Any safeguarding issues or concerns about behaviour will be reported to the designated safeguarding leads immediately.

We thank you for your support during this challenging time and the enthusiasm you have shown to keep your children engaged and supported. I personally wish to thank our teachers and support staff too, who have proved their dedication and commitment to your children whilst managing their own family commitments and children’s continued education. I sincerely hope you find all the tools we are providing useful, supportive, educational and fun! We look forward to the day when we welcome all children back to the classroom, but until then embrace this new way of working.

**If your child is currently learning in school and you do not give permission for them to take part in these online meetings, please contact the school immediately. Thank you**

Yours faithfully,

Mr J Baker

Headteacher

**Key Zoom Features for Secure Meetings**

Zoom is committed to providing a safe and secure communications platform that allows users and administrators to customize their security and experience via easy-to-use settings. We have engaged some of the industry’s top security professionals and our clients to advise us as we continue to develop our products and services given that we are now supporting so many different use cases. Some of our most notable security features include:

● AES 256 GCM encryption for real-time content (Refer to Encryption Whitepaper for more details).

● Optional end-to-end encryption

● Controlled data routing that allows paying customers to opt-in or opt-out of any of our data centres (excluding their home region) and, for enterprise clients, the ability to customize and manage geographic regions for specific meetings

● Transparency on data routing via the account administration dashboard

● Safeguards and controls to prohibit unauthorized participants such as:

• Eleven (11) digit unique meeting IDs

• Complex passwords

• Waiting Rooms with the ability to automatically admit participants from your domain or another selected domain

• Meeting lock feature that can prevent anyone from joining the meeting

• Ability to remove participants

• Authentication profiles that only allow entry to registered users, or restrict to specific email domains

● Meeting host controls can enable/disable participants to:

• Content share

• Chat

• Rename themselves

● Admin Controls to manage virtual backgrounds from the web portal

● Report a user

● Security controls at the fingertips of the host/co-host with a dedicated Security icon on the main interface

● All cloud recordings are encrypted with complex passwords on by default

● Prevent robocalling with rate limiting and reCAPTCHA (requires human intervention) enabled across all platforms

● Audio recordings with a user’s electronic fingerprint embedded into the audio as an inaudible watermark so if the recording is shared without permission, we can help identify the source

● Content watermarking superimposes the image of a meeting participant’s email address onto shared content they screenshot

We meet the following industry and security organization standards:

● SOC 2 (Type II) FedRAMP (Moderate)

● GDPR, CCPA, COPPA, FERPA, and HIPAA Compliant (with BAA)