



Video Call Protocols

Scoil Barra Naofa, Monkstown

Please follow the steps below when taking part in any Scoil Barra Naofa video call:

- Video Calls will only take place with pupils whose parents who have confirmed receipt of these protocols and whose parents provide their consent for their child(ren) to engage in a video call.
- Invites/Links to video calls will be sent by the class teacher to the parent's email address only.
- In accepting the invitation to join a Google Meets/Webex session parents should be aware that their email address will be visible to the other attendees.
- In order to take part in a Google Meet a parent will not require a gmail account, however, to access a Google Meet from a tablet or handheld device a gmail account is essential. Those without gmail accounts can access the meet via their laptop or desktop computer.
- The class email account will be used or organsie Google Meets e.g. fourthclass@scoilbarranaofa.ie
- The teacher will be the "host" of any video call.
- If the link needs to be shared with another adult guardian/carer that your child may be working with for the purpose of Remote Learning, you must let the school know in advance. Sharing or forwarding of links is not permitted.
- Please keep in mind that the digital age of consent in Ireland is 16. All primary school children must be supervised by an adult for the duration of any video call. A parent/guardian must remain in the background and must remain visible for the duration of the call.
- Please be on time or a few minutes early for the call.
- The parent/guardian or supervising adult must supervise the child's access to the video call. Remember the children are not old enough to use Google

Meets or similar platforms independently and the supervising adult must take responsibility for ensuring safe access and appropriate settings are enabled.

- Enter the call with your microphone muted (check settings) and your video on*
- Students must use their real first name or their parent's name, not a nickname, on the screen for identification purposes.
- Students without functioning cameras will be asked to leave the meeting until the issue has been resolved*
- The chat function will be disabled by the host unless the activity specifically requires the use of the chat function.
- Dress appropriately for the call e.g. PJs are not permitted.
- Students should access video calls from a living space in their home.
- Everyone should be aware of what is behind them when they are on a video call. Remember other people and things in the background will be seen by others on the call. Do not sit with a mirror behind you.
- Students must raise their hand or use the appropriate icon when they want to speak. Students should not speak over one another.
- Students must focus on the other speakers throughout the call. Taking part in other activities e.g. eating or playing on a mobile phone, during a video call is not permitted.
- Students should not say or do anything on a video call that would get them into trouble in class or that would hurt or offend other participants.
- Should any cause for concern arise during a call, the teacher will end the call for all.
- Those in breach of the protocols may not be included in future video calls.
- Teacher will leave meeting last ensuring all others participants have left.
- Should the teacher's signal drop or should the teacher have technical issues meaning they are unable to continue to host the meeting parents are required to ensure the child immediately leaves the meeting by clicking on the appropriate icon.
- Nobody has permission to record any Scoil Barra Naofa video calls or phone calls.
- Nobody has permission to screenshot or to take pictures of the screen/video call for any purpose, including posting it on social media.

*It is expected that all participants engage fully during the video call and use their audio & visual settings as requested by the host teacher. If pupils are experiencing any technical difficulties the school should be informed.