



## Bedford High School

12 June 2020

Dear Parents/Guardians

### **Zoom use at Bedford High School**

We, at Bedford High School, recognise that Home Learning can sometimes be limited without teacher interaction and immediate intervention and feedback. We are keen to improve this so that in some lessons we are able to teach in a more interactive and virtual way. To achieve this, we would like to use a product called Zoom which teachers would use if they decide to video call classes. We will be using our school account for this, so you do **not need to buy anything or create an account**.

When we make our video call, we will always send you a notification on Frog first which will include the video link, password and the time of the call. We will never email your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside of our school hours.

To use the video link in our email just click on it. The browser window will open and the first time you use it, it will ask you to download the software. If you use a Zoom account for another reason, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard your child.

**When we make the video call please make sure the computer is in a suitable place**, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps.

Whenever possible, teachers will aim to turn off the student's video and only the teacher's video might be used. However, in most cases the teacher video will not be on which will allow all to focus on the resources being used to support the teaching. As a default, we will aim to mute all students and unmute them if the teacher is posing a question to a student or if checking for sound. The 'chat' tool will allow for teachers and students to pose any questions around the learning.

For your child's safety we may record the Zoom lessons. The recordings are kept on our school servers for 3 months and no-one is permitted to view them without good reason and with permission from the headteacher. The teacher will address students using their first names and not surnames.

**Students must not record any of the lessons on Zoom and we will expect very high standards of behaviour whilst in Zoom lessons.** Any attempt to disrupt or behave inappropriately will lead to the teacher removing the students and a follow-up phone call will be made to parents.

You may have read about problems with video calling software. Zoom has significantly improved its security settings recently and we have chosen to buy into Zoom's educational package to make our experience even safer. Our school account has settings that will limit problems with the following issues that you may have heard about:

- Zoom-bombing
- Risk of phishing
- Privacy concerns
- Recordings



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- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

To protect you and your child further, please:

- **Do not create or use an existing Zoom account for them, this will make sure that your child cannot change any of our settings.**
- **Make sure the joining email is from our school email address, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.**
- **Where possible, in the initial stages of using Zoom, we will aim to have two adults on the video call and we would like parents to be nearby when our calls take place.**
- **There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.**

If you would like any further information or if you would rather that your child did not take part in Zoom lessons please get in touch by emailing Mr Calwell on [g.calwell@bedford.wigan.sch.uk](mailto:g.calwell@bedford.wigan.sch.uk)

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Calwell', written over a horizontal line.

Mr G Calwell  
Assistant Headteacher