



Bedford High School

Zoom use at Bedford High School when students are working remotely.

We want to ensure that we are offering high quality remote learning if the school is not open to our students. We, at Bedford High School, recognise that Home Learning can sometimes be limited without teacher interaction and immediate feedback. This is why we are using Zoom to live stream lessons so that we can offer a more effective learning experience for our students when they have to work remotely from home.

All teachers in the school have received Zoom training and we use the Zoom Educational package to ensure that we offer a safer and more effective experience. If the school has an enforced closure, your child will be expected to:

- Go on Frog to check the work that has been assigned. It is useful if your child clicks on the 'hand in assignment' tab when they have done it. This habit will help to keep the student organised and provide a record of those who are engaging successfully with the work assigned.
- Teachers will signpost the Zoom invitation on the Frog assignment. The Zoom invitation will contain a link, a meeting ID and a passcode.
- If the students are accessing the Zoom lesson from a device such as an Ipad or phone, they should download the Zoom App in advance of the Zoom lesson. If students are using a PC or laptop, they can download the Zoom software which will be automatically triggered when the students click on the Zoom invite link sent by the teacher.
- **It is essential that students use their full name as their profile when using Zoom and if they set up a Zoom account, they must use their school email e.g 1234@bedford.wigan.sch.uk They must also use the password that they use to access the school network. Teachers will not be able to admit students to the Zoom session if the name does not correspond with the register.**

When we make the Zoom call please make sure the computer is in a suitable place, not in a bedroom or in a place that might make it harder for your child to concentrate. It is essential that your child's behaviour is impeccable in the Zoom lessons. All students that have used Zoom in school so far have been very responsible, focused and well behaved and we will want this to continue. We will take swift and thorough action if we discover that any student has behaved irresponsibly or unsafely during Zoom lessons. The toughest action will be taken for any student who shares the invitation to a Zoom lesson with anyone outside of their own class.

We will alert you on Frog when a Zoom lesson has been scheduled, we will never email your child asking them to join a call without you knowing.

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.

Whenever possible, teachers will aim to turn off the video so that the visual focus is on the resources being shared to support the learning. As a default, we will mute all students on entry to the lesson and unmute them accordingly for example when the teacher is posing a question to the student or if checking for sound. The 'chat' tool will prove useful as it will allow for students to pose any questions around the learning.

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



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Zoom has improved its security settings significantly and we have not encountered any safety issues since using it. recently. 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
- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

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