

St. Mary Magdalene Catholic Primary School

E-mail:

dawnparsons@st-marymagdalene.milton-keynes.sch.uk

Telephone: 01908 321746**Fax:** 01908 220533**Website:**

www.stmarymagdalenemk.co.uk

**Headteacher:**

Mrs R Jones B.Ed (Hons)

Address:

Ardwell Lane
Greenleys
Milton Keynes
MK12 6AY



‘Growing Together in Faith and Love’

Consent for using video conferencing at home

Dear Parents/Carers,

We would like to have consent for all of the children in our school to make use of Google Meet. This would be incredibly useful should another lockdown happen. It would enable your child to see their friends and teachers from home. Google Meet will run on all web-enabled digital devices, including: desktop computers, laptops, tablets and even smartphones. It makes use of webcams, to let pupils see and talk to staff members and their peers. This would be done through meetings arranged and supervised by a school staff member.

To ensure safety for all, pupil accounts are set to the strictest level of security, so that they are not able to create meetings, they are only able to join meetings with the required code/link, once the meeting has been started. It isn't possible for users with accounts outside of our school domain to join school meetings. The staff member would have to give specific permission for such a person to join, this simply wouldn't happen.

This is what we request of children and parents/carers during Google Meet sessions to ensure safety for all:

Consent: Interaction with staff members

I give permission for my child to interact with school staff and pupils using Google Meet, including permission to communicate using the microphone and camera.

Consent: Meeting scheduling

I understand that staff should not be asked to create Google Meetings by parents/carers or by children. Meetings will be scheduled and started by school staff members. This will only be done using the staff member's school email address: (name)@stmarymagdalenemk.co.uk

Consent: Safeguarding

Should you, or your child, be invited to meet by an individual or organisation not using said address format, this would be reported to the Designated Safeguarding Lead (Mrs Jones) / Deputy Designated Safeguarding Lead (Mrs Williams) and Designated eSafety Lead (Mr Thonet) immediately as a potential safeguarding issue in accordance with St. Mary Magdalene Catholic Primary School Safeguarding, and Computing and eSafety Policies.

Consent: Times of Video Conferencing

I understand that my child will only be invited to meet between the hours of 9.00am and 3pm, Monday to Friday during term time - unless prior, mutual agreement has been reached by all parties.

Consent: Adults downloading/running Google Meet Software

I understand that children under the age of 18 should not go to any website or app store to download the Google Meet app or create an account because:

- (i) They should only be joining Google Meet sessions using their school Google accounts ending in @stmarymagdalenemk.co.uk
- (ii) Primary age pupils are not permitted to create an account per Google's Terms of Service.

Consent: Parent/carer's Responsibility

I understand that as parent/carer, I am responsible for supervising the suitability of my child's online access, communication and the 'home' setting (wherever online meetings are taking place outside of school). This includes ensuring children have a quiet, safe space from which to meet (in an appropriate room, e.g. not in bedrooms), are wearing appropriate clothing (pupils don't however need to be wearing school uniform), and that there are no age-inappropriate or unlicensed background noises, visuals or moving images. I will ensure that no personal information (e.g. address, phone numbers) will be visible/audible in online meetings.

I understand that only my child (who has been invited) will join the meeting, and that adults, and other children will not be permitted to partake without prior agreement by all parties. Parents/carers must supervise (they should be nearby and close enough to hear the Google Meeting, but not appear on screen). Due to their young age, for online meetings (taking place outside of school) involving nursery and reception children, parents/carers need to be present.

I understand that groupings for meetings will be decided solely by the staff member. I won't ask for my child to meet with specific pupils, and will not pass the meeting code/time on to others.

Consent: End of Meetings

I understand that meetings will end at the staff member's discretion. Meetings will end with pupils leaving the call when asked, so that only the staff member is present at the end. This is because children are not allowed to be in a meeting without staff member supervision. Should a staff member experience connection problems after starting a meeting, children will leave the call, until the staff member can restart the meeting and notify parents/carers of this.

Consent: Recordings

I understand that online meetings will be recorded by staff members only. I understand that this is so that if any issues were to arise, recordings could be checked, and if warranted shared, in accordance with school policies. I understand that no-one else is permitted to take photos, screenshots or record any video or audio from these sessions.

Consent: Expectations

I understand that staff members will approach online meetings as being an extension of the classroom environment. As such, classroom and school expectations, procedures, policies, and rules will be adhered to as normal - by staff members and children alike. Staff members will facilitate and lead all meetings and will follow the St. Mary Magdalene Catholic Primary School behaviour policy and classroom rules.

Consent: General Permission

I give permission for my child to experience and access learning resources, as deemed suitable and appropriate by the staff member in the normal, recognised classroom learning environment. For details on how Google collects and uses information from school subscriber accounts and meetings, please see:

https://edu.google.com/why-google/privacy-security/?modal_active=none

Notification of Consent. Please cut this out and return it to school, retain the main part:

I confirm that I've read, understood and agree to all of the above. I give consent for my child/ren to use Google Meet as outlined:

My child's name and class: _____

My name: _____ Signature: _____