

Online safety for Zoom/ TEAMS meetings

1. Change your name to initials or an appropriate nickname and ensure your background is suitable (blank wall or use visual effects like blur)
2. A parent/ guardian must be present during the online meeting.
3. Keep your microphone on mute until invited to speak by the adult leading the meeting.
4. Use the 'hands up' option to indicate you wish to speak/ take part.
5. Have the resources needed for the session before it starts.
6. Ensure personal information stays private.
7. No photos, videos or screen grabs are allowed.
8. Raise any concerns immediately with the adult leading the meeting.
9. Sharing of links not permitted unless given by the adult leading the meeting.