09. Online Child Safety Policy and Zoom Classes

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artKids uses Zoom, a cloud-based video and audio conferencing tool, to deliver our online art lessons. We understand that there are risks associated with children and young people accessing content online and for the purpose of both child protection and functionality, we believe Zoom provides a high-quality online service. For further information on how Zoom is continuing to upgrade their security and safety online, please read what Zoom Founder and CEO Eric Yuan is doing as of 1 April 2020.

What you can expect from our online artKids class

All our teachers have a current Working With Vulnerable People card and adhere to the artKids Code of Conduct in relation to our students at all times. We have the following safety controls in place, based on global best practice in distance education:

● Online classes are accessed via a **link** sent to the participant's parent email with a **password control** to enter the meeting.

● The teacher will be present before the meeting starts.

● Class participants will use the Waiting Room feature and will be let into the virtual classroom by the teacher.

● Once all participants are present, the classroom meeting is Locked so no one else can join unexpectedly.

● The teacher has the option to remove participants who are not behaving appropriately online and parents will be informed.

● The teacher can mute all audio and video of individual or all participants if required.

● Class sessions are set up so that there is no private chat between students. This is to prevent any potential online bullying or inappropriate comments.

● The teacher is the only one who can share a screen or file - all other sharing is turned off.

● Participants cannot change their screen name during the session.

● The virtual background feature is disabled for participants.

● For further information on how Zoom is continuing to upgrade their security and safety online, please read what Zoom Founder and CEO Eric Yuan is doing as of 1 April 2020

What we expect from our class participants and parents

● Prior to the online lesson, parents should **print out any attachments** the teacher has sent for the lesson. This will include reference images, directed drawing sheets and a list of materials and substitute materials if you don't have items on hand.

● A few minutes before the scheduled start time, parents should **click on the meeting link and enter the password** (this can be copied and pasted from the scheduled class meeting email sent by the teacher).

● Parents do not need to be present for the lesson, however **parents must be contactable via mobile or land line** in case of emergencies.

● The teacher will provide parents with their mobile number.

● Should the Zoom **meeting drop out**, simply go back to the meeting email and click on the link again to re-enter the meeting. If you have any problems at all, please call the teacher's mobile immediately. The teacher will see from their screen that there is an issue and will be waiting for you to re-join/call.

● Children are expected to comply with **normal school policies and procedures** with regard to behaviour to other students and the teacher. Bullying and inappropriate comments will not be tolerated.

● The **teacher has the option to remove participants** who are not behaving appropriately online and parents will be informed as soon as practicable after the lesson ends.