

**St James Roman Catholic Church,
Spanish Place
George Street,
London W1U 3QY**

**ZOOM Meeting User Agreement
First Holy Communion Classes– January 2021**

Parents and children

- All parents are responsible for consistently implementing this policy and supporting their children to do so.
- All parents and children must agree and adhere to the terms on acceptable use of the Zoom Catechetical lesson User Agreement.
- The audio of all meetings will not be recorded and will not be stored.

Requirements when attending a Zoom meeting.

- Name: please ensure that your child's name is set as the name when you enter the meeting. This can also be changed while you are in the waiting room. The Lead Catechist will not admit anyone to the meeting unless they recognise the name.
- Clothing: please ensure all members of the family who could be visible during the meeting are dressed appropriately.
- Background: try and choose a background that is neutral. Be aware of what you have on display behind you. You can set up a plain virtual background, to obscure everything, if you wish, but this shouldn't change throughout the meeting.
- Location: consider where the Zoom meeting is being held and if this is an inappropriate location, e.g. a bedroom. Your microphone can pick up background noise, so make sure any other people in your household know that you are in a Zoom meeting with other, and that they should use appropriate language.
- Content: the topics discussed will be led by the catechist, but please remind children to share content verbally as they would at school.
- Eating and drinking: please do not eat or drink during the Zoom meeting.
- Audio: mute your side of the call if you're not speaking. Your microphone can pick up a lot of background noise, so muting allows others on the call to easily hear who is speaking.
- Speaker/headphones: where possible please use headphones; this prevents anyone physically present being able to hear other attendees.
- Punctuality: please ensure that you are on time, as the virtual meeting room will be locked at 9:32am and no one will then be able to enter.

- No individuals are to take any screenshots, or any photographs of attendees attending the meeting.
- The host (Lead catechist) will end the meeting for all participants.
- In line with the general Acceptable Use Policy, please be reminded that there is to be no recording, filming or photographing any children or catechists whilst engaging in the activity.

Please sign below to indicate you have read and understood the above and discussed this with those attending class

I confirm that I have read and understood the above and have discussed this with my children

Parents signature _____

Date _____

Please confirm how your son / daughter's name will appear on zoom

Please confirm the email address we should use for class

If you have more than one child attending class – please decide what you would like. I am happy for them to attend together on one screen but if you would prefer them to work separately and potentially be in a different virtual break out class then please ensure you confirm two email addresses

Please ensure this form is returned no later than
5pm on Wednesday 23rd December to
margarethulme@rcdow.org.uk

Without this consent we will not be able to welcome your child to class on Saturday
9th January 2021 at 9:30am

I will forward the Zoom link for class on Wednesday 6th January 2021