



## **Online Classes – Zoom Policy & Terms and Conditions**

“Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.”

Our online dance class timetable will be using the program Zoom. By inviting you to join online meetings, over webcam we will do our best to bring our classes to your home. You will need:

- An internet connection.
- A Laptop, tablet or smartphone with suitable virus protection.
- A reasonable sized clear space for your child to dance in without trip hazards.

### **Privacy - Pre-Meeting Settings**

Securing your Zoom Meetings can start before the event even begins, with a robust set of pre-meeting features.

- **Waiting Rooms:** The waiting room feature will be enforced for all classes, or “meetings”. Users will be added to the meetings individually by the teacher, or “host”. Any user that is not recognised by us will not be admitted to the meeting.
- **Invitations:** Invitations will be emailed to the email address registered in the Belle Etoile customer portal.
- **Passwords:** Passwords will be set for all meetings.
- **Join by Domain:** Only authenticated users can join meetings which requires individuals to sign into a zoom account and/or ensure their e-mail address is on an approved list before allowing them to join.

### **In Meeting Settings**

- **Remove participants:** Any participant displaying inappropriate behaviour or content on their screens will be removed immediately.
- **Mute participants:** Hosts can mute/unmute individual participants or all of them at once. Children’s sound will be on as they enter the meeting and after the introductions their sound will be muted. This will allow the teachers to talk and music to be heard without interruption. Throughout the class teachers will be able to unmute individuals or the groups as needed.
- **Turn off file transfer:** In-meeting file transfer will be disabled.
- **Disable private chat:** Zoom has in-meeting chat for everyone or participants can message each other privately. Participants’ ability to chat amongst one another privately will be disabled.
- **Control screen sharing:** The meeting host can turn off screen sharing for participants.

- **Control recording:** The ability to record to the cloud or locally is something an account admin can control. If they have recording access, the host can decide to enable/disable a participant or all participants to record. For the initial sessions we will be recording the meetings. This will allow us to watch back and reflect on what works well and where we can improve.

If you would like to read more on Zoom's Privacy Policy please follow this link:  
<https://zoom.us/docs/en-us/privacy-and-security.html>

### **Terms and Conditions**

1. Make sure you are registered through the Belle Etoile Customer Portal with the correct email address. You will receive to this email and invitation that will include a meeting ID and password. This can be used to join the meeting. To safeguard our children please do not share this information with anyone else and do not publish on social media.
2. Children should be wearing either their dance uniform or similar appropriate dancewear/clothing that allows them to move safely. Hair should be tied back.
3. It is the parent/carer's responsibility to make sure that their child is fit and well to join in.
4. Please make sure your child has a safe space to dance in with no trip hazards. We will be adjusting the exercises we teach to minimise travelling. For the Strength and Fitness and Sunday Stretch a carpeted floor or yoga mat would be better than a hard floor.

Policy written by: Carly Jones, April 2020  
Date for Review: April 2021