

# TUI Advice on the Holding of Parent-Teacher Meetings online



In a COVID-19 context, one of the options for Parent-Teacher meetings is to hold them online. If teachers agree to hold an online Parent-Teacher Meeting, TUI members must note the following advice provided by the Union.

## Organising online PTM

To reduce the risk of unauthorised access to an online parent-teacher meeting, the following procedure should apply:

- The online meeting will be set up by the school and each parent/guardian will be given a specific date/time and link/password to access the on-line platform
- The parent/guardian will be advised in advance of the expected maximum duration of the meeting
- All the platform security measures must be used

## Conduct of PTM

Parents/Guardians should be advised that:

- the meeting is confidential and all mobile phones or other electronic devices not being used for the specific purpose of the proceedings must be turned off or switched to silent for the duration of the meeting
- recording, saving or capturing any audio, video, or any other data/information or image during the meeting is not permitted
- any unauthorised recording or live streaming of the meeting or any aspect of the meeting to another location is not permitted
- if someone accidentally records, saves or otherwise captures any data/information/image etc., s/he must immediately advise the other party and the recording must be deleted and confirmation of this provided to the other party.
- the invitation to the meeting, the link to, or password for, the meeting must not be forwarded to any other person/third party

- if any unauthorised person attends the meeting, the meeting host/co-host will remove the person or, if required, the meeting will be paused until the matter is resolved
- the camera function must be on so that it is clear whom each party is speaking to
- normal dignity and respect principles and practices must be adhered to by all
- to safeguard the privacy of the meeting, an appropriate space at home should be used.
- the aggregate duration of the meeting must not exceed the limit specified in the relevant Circular.

## GDPR & Child Protection

Online Parent-Teacher meetings must comply with the school's agreed, published Data Protection (including GDPR) and Child Protection Policies.

## Useful Resources

- Data Protection Commissioner, Tips for video conferencing <https://dataprotection.ie/en/news-media/blogs/data-protection-tips-video-conferencing>
- Health and Safety Authority, Guide for home working - [https://www.hsa.ie/eng/topics/covid-19/covid-19\\_faqs\\_for\\_employers\\_and\\_employees\\_in\\_relation\\_to\\_home-working\\_on\\_a\\_temporary\\_basis/faqs\\_for\\_employers\\_and\\_employees\\_in\\_relation\\_to\\_home-working\\_on\\_a\\_temporary\\_basis\\_covid-19.html](https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis/faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19.html)
- National Cyber Security Centre - 12 steps to Cyber security - <https://www.ncsc.gov.ie/>
- Code of Professional Conduct for Teachers <https://www.teachingcouncil.ie/en/Publications/Fitness-to-Teach/Code-of-Professional-Conduct-for-Teachers1.pdf>