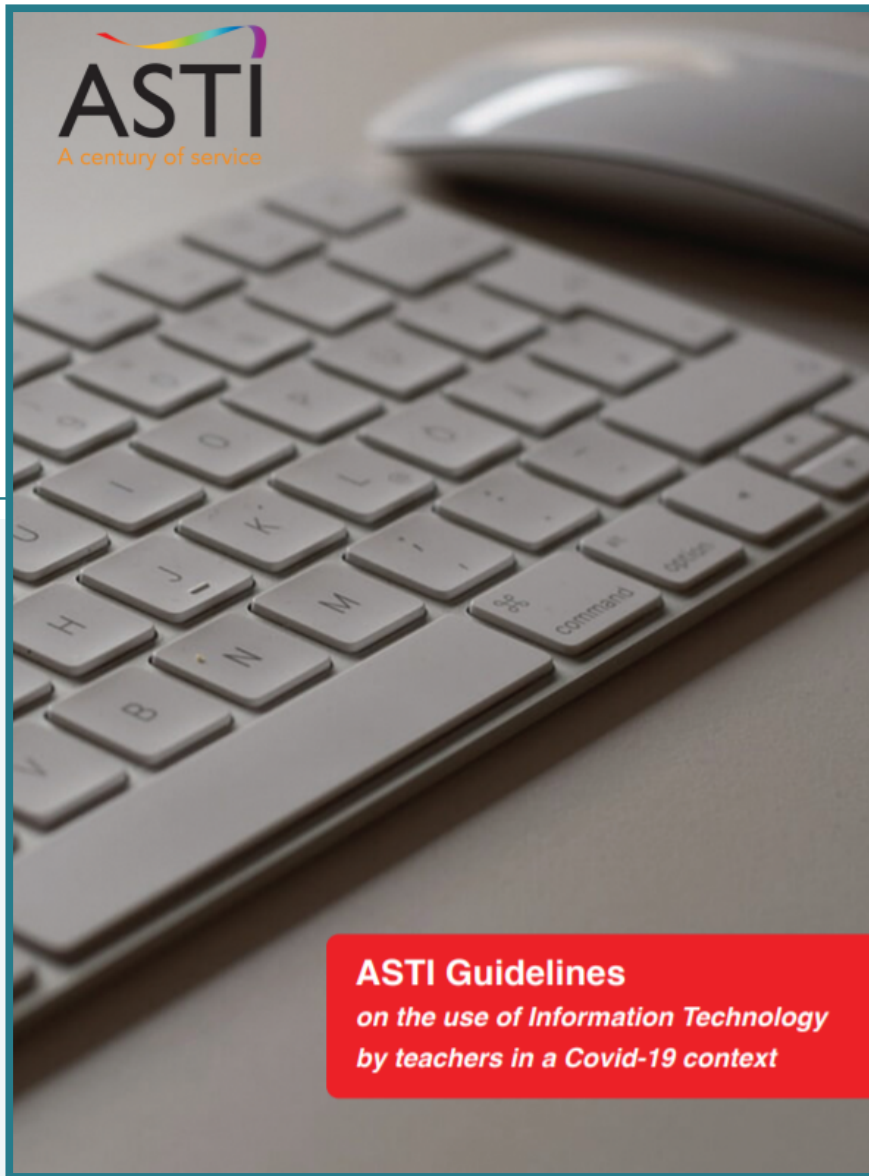





ASTI

**Guidelines on Online
Parent-Teacher
Meetings for Members**



This advice document on holding parent-teacher meetings online is a companion piece and should be read in conjunction with the ASTI published *Guidelines on the use of Information Technology by teachers in a Covid-19 context*.

It can be accessed [here](#).



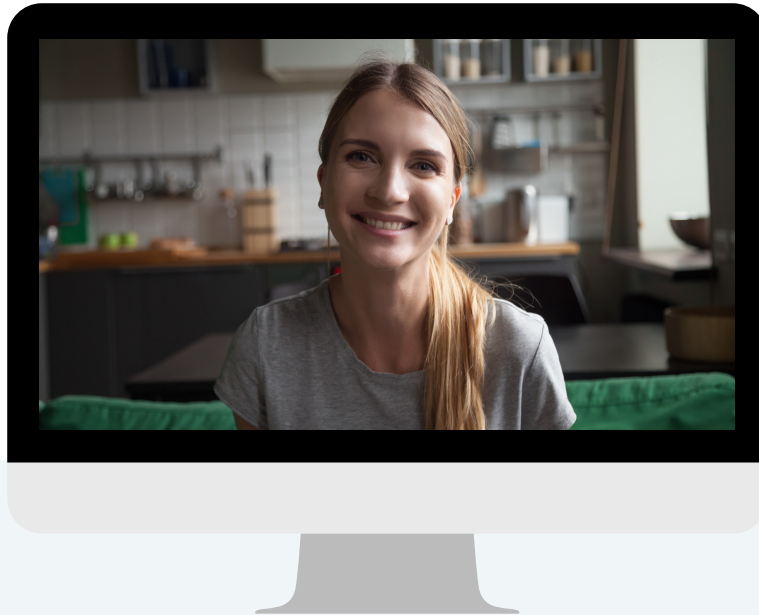
Online parent-teacher meetings should only take place with the agreement of staff.

Arrangements for meetings must be in line with those outlined in Circular Letter M58/04, particularly in relation to time. The circular states that: “meetings will commence at 4.15 pm in all schools (each school closing 15 minutes earlier than normal) and will conclude at 6.45 pm”.

It is recommended that a break is included in the schedule of appointments.

Decisions leading to agreement should be taken by consensus and in accordance with the ASTI Protocol on Changes to Work Practices in Schools.

The protocol can be accessed [here](#).



In schools where online parent-teacher meetings are agreed, the following measures should be in place.

The arrangements must adhere to the school's data protection and child protection policies.

The meeting should 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.

All equipment used must be supplied by the school. Teachers should not use their own laptops or other devices for parent-teacher meetings.

Online security arrangements and protections must be in place.

The notice to parents/guardians should state the following:

- the expected maximum duration of the meeting
- the invitation, link or password to the meeting must not be forwarded to any third party
- the meeting is confidential and all mobile phones or other electronic devices not being used for the specific purpose of the proceedings should be turned off for the duration of the meeting
- recording, saving or capturing any audio, video, or image during the meeting is prohibited
- it follows that any live streaming of the meeting or transfer of any aspect of the meeting to another location is not permitted
- if any unauthorised person attends the meeting, the meeting host will remove the person immediately and discontinue the meeting
- the camera function must be turned on so that it is clear to whom each party is speaking. Failure to do so will result in the meeting being cancelled.
- normal principles of appropriate courtesy and respect must be adhered to by all
- an appropriate space should be used to protect the confidentiality of the meeting
- where it is not possible to see all parents during the course of the meeting, normal arrangements should apply, no extra parent-teacher meeting should be scheduled