

V&A Virtual Classroom – How does it work?

What happens during a V&A Virtual Classroom session?

- Your class will be joined to the museum virtually via the digital platform Zoom. We recommend that you have a Zoom account for full functionality, however, the session can still be accessed without an account. You can sign up for a free account here [Sign Up - Zoom](#)
- The session is exclusively for your class.
- You will be able to forward the meeting link to any students joining the session remotely.
- A museum educator will lead the session from the museum using museum equipment

Safeguarding

- You will take responsibility for your own Risk Assessment and digital safeguarding
- A copy of our Risk Assessment and Digital Safeguarding Memo are available on request to support you in creating your own Risk Assessment.
- At least one member of teaching staff will need to remain online with the class for the duration of the session. Students joining remotely must have adult supervision at the beginning of the session and within earshot throughout. If the facilitator believes that the teacher is no longer present, the session will be ended as it no longer complies with our safeguarding policy.
- You will be designated as a co-host for the duration of the session and will be asked to verify the identity of any students joining the session remotely.
- Students joining from home should be asked to have a blurred or neutral background.

How do I connect my class to a session?

You will need:

- A desktop or laptop computer with the ability to join a session on Zoom
- A smartboard, large screen or projector connected to the computer running Zoom so that you and your students in the classroom can see the facilitator
- Speakers connected to the computer running Zoom
- A webcam connected or built into the computer running Zoom so that you and your students will be visible to the V&A session facilitator
- A microphone connected or built into the computer running Zoom
- Students joining remotely should have access to a device with the ability to join a session on Zoom

What happens once I have booked online?

- You will receive an automated email to confirm your booking

- A member of our Schools team will then contact you to ask for further information about your class and to send the Zoom link required for joining the session. They will also provide a basic list of materials to prepare in advance of your session.

What information do I need to provide?

- The lead teacher's name who will be supervising the V&A Virtual Classroom session, their email address so we can send out the Zoom meeting link and a mobile telephone number in case of emergencies
- Name and postcode of school, year group/s, number of students (including a breakdown of the number joining from home and the number joining from the classroom), subject (Secondary only) and any access needs (please do not include any information that could identify individual students).
- Please note, the minimum number of students per session is 10. The maximum number for Primary is 32 and the maximum number for Secondary is 25.

Data Protection

- Personal data which is provided by you as part of your booking will be held in accordance with our [Privacy Notice](#)
- The V&A will never take screen shots or make audio or visual recordings of any V&A Virtual Classroom Live sessions without explaining what it will be used for and obtaining your consent
- The Virtual Classroom session will be hosted using a video conferencing platform which is used under license by the V&A. Your unique meeting invitation will be shared by email only with you. You do not need a Zoom account to join this event. We will not share any of your personal data with Zoom. Any data you provide to Zoom will be stored under Zoom's terms and conditions.
- Please note you are not allowed to record, screenshot or share recordings/screenshots of online sessions as to do so would breach the data protection and intellectual property rights of those involved in the sessions. If online sessions are ever recorded, this will be done by the V&A, having made clear what the recording will be used for, and with the consent of all involved.

Still got a question?

Please contact schools@vam.ac.uk