

## Video Conferencing Protocols for Students

### Introduction

Teachers will use two main different ways to teach students in a remote setting:

- where students and teachers are “live”, active participants in an environment where they receive immediate feedback, such as with video conferencing
- where students respond to their teachers’ directions but without real-time, “live” interaction. For example, the teacher sets a task in Teams and students work on the task independently, in their own time and at their own pace.

‘Live’ teaching includes Video Conferencing. This way of teaching will help teachers and students communicate in an organised and purposeful way during remote learning.

For Video Conferencing to be effective, and ensure safeguarding measures are in place, there are certain expectations that students must follow.

Please read the following expectations carefully with your child. Students that do not have access to the internet must let their teachers know, so that teachers can arrange hard copies of work for students.

Everyone must follow the school’s Responsible use of ICT and social media guidelines - staff **will not accept any request for a conference call from a student.**

### Process

**Your teachers will follow these guidelines when setting up a video conference:**

- Teachers will gain consent with parents and inform them of the time and purpose of the video call (teachers will also inform school leaders are aware)
- Video conferencing will be with groups, and not 1-1.
- Teachers will give least 48 hours’ notice before a class video conference is scheduled and will only use parent email addresses
- Everyone will ensure that the video conference is taken in an appropriate location and that staff and students are appropriately dressed (communal room, such as dining room).
- Staff will mute student audio when managing student participation, and if necessary.

**Before you get started with video conferencing:**

- Make sure that the room you are going to film in is clear of things that might embarrass you. Specifically, look at your walls and try to pick one that has a plain background that people will not take offence at or find humour in.

- Make sure that there are no pictures of family or children in your background.
- Try before you go live! If using Zoom - download the program and start a 'new meeting'. This shows the video before the call. This way you can see what others see before you go 'live' and you can make alterations to make the image look better.
- Ensure others in your house know what you are doing. Your parents/carers will know what you are doing and help you by keeping your surroundings quiet enough for you to engage with your learning. If others know and understand what it is you are trying to achieve, then they will help make sure that it all goes smoothly.
- Sit still and quietly for a moment and listen to the sounds around you. If you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening around you.
- Don't use headphones - your parents should be able to monitor what is happening.
- Remember that you are going to be in an educational environment! Dress and act appropriately.
- We expect all students to display safe behaviours at all times - remember the core values of your school.

### When you are in a video conference:

- Make sure you are on time for your video conference.
- When using Zoom - 'join with computer audio' then mute your microphone and wait to be invited by the teacher.
- Keep your microphone turned off until invited to switch on by the teacher.
- Make sure you mute any audio on your device and then unmute when you need to talk to the teacher. This is because background noise and competing voices can be a problem in large groups.
- Understand that the rules used at school also apply in a virtual classroom. Displaying unsafe behaviour (e.g. inappropriate or unkind language etc) may result in the teacher muting your microphone or ending your meeting and speaking to your parents.
- Use the "Chat" feature to ask questions of your teacher. This way your teacher can answer you directly and communicate the response to the whole group.
- Participate as fully as possible in the learning activities.
- You may not, at any time, record or take photos of your teacher or other participants during the video conference.

### After the video conference:

- Make sure you use the 'Leave Meeting' menu to exit the meeting when it is finished.
- Follow up the learning activities and complete all assigned tasks that your teacher has given you to do as part of your classwork.