Video Conferencing (VC) and Online Learning Platforms Guidelines for Parents and Students

Newcastle East Public School

Context

The advent of COVID-19 has instigated a rapid transition to an online education delivery model in Australian schools. At Newcastle East PS, we recognise the need to trial and implement tools that provide for personal interaction between teachers and students and enable the teaching of new concepts and skills. **Video conferencing (VC)** means to conduct a conference between two or more participants at different sites by using computer networks to transmit audio and video data.

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Guidelines for video conferencing and Online Learning Platforms

Newcastle East PS staff members will use Zoom for VCs students and parents, SeeSaw, Google Classroom and Microsoft Teams, under the following conditions:

1. **Parents should be aware of and supervise students' participation in video conferences.**
   a. **Parents** should be notified of the time of a video conference and are requested to provide supervision of children's participation. This addresses the risk of inappropriate behaviour, language or content being shared in a videoconference.
   b. **Students** should inform parents when they are about to join a conference and who the conference host is. This is a good habit to develop for _all_ online interactions.

2. **The VC room is a classroom and the same school behaviour expectations apply.**

3. **Students and parents must be appropriately dressed for learning.**
   a. **Students** must be dressed in clothing appropriate for learning, ie no pyjamas or revealing clothing.
   b. **Parents** present must be dressed in clothing appropriate for a school setting, ie no pyjamas or revealing clothing.

4. **Real names must be used in all VCs**
   a. **Students** are to be aware that all interactions, messaging, gestures and language used during a VC are "school appropriate" even if you are not on school grounds.
   b. **Parents** will ensure students are using their own name. (First name or first name and second initial)
   c. **Students** will only enter a VC using their own name (No nicknames).

5. **Screen sharing and chat functions should only be used by instruction from the teacher.**
   a. **Teachers** will limit the use of screen sharing and chat functions.
   b. Where chat is enabled, participants must not post links to the chat board or click on links posted in the chat board.

6. **Videoconferences will not be recorded.**
   a. VC's will not be recorded and shared by students or parents using any device.

7. **Online Learning Platforms; Google Classroom, SeeSaw and Microsoft Teams.**
    a. When using online learning platforms, students continue to be responsible for their behaviour.
    b. Students will communicate respectfully, protect their personal information and look after themselves and others
    c. Class teachers are responsible for the setting of and organizing of online learning
    d. Class teachers will structure learning activities and timelines for learning activities that is suitable to their class timetable.
    e. Students will be expected to receive feedback during normal school operating hours. Any questions or work submitted out of school hours will be seen to during the following day.

General Video Conferencing Ettiqutte for Students

DRESS CODE
Ensure you have dressed appropriately.

LOCATION
Make sure you are in a common space, the place where you do your work during the day. Sitting or standing at a desk, so you can be easily seen on the screen.
DO NOT be in your bed online.

PRESENTATION
Show your real name at all times.
Check what's on your screen in case you are asked to share something.

BE ON TIME
Check the time of the online meeting and make sure you are ready to go when it starts. Checking your technology is working 15 minutes before the meeting starts will help especially if there are difficulties.

MUTE YOUR MICROPHONE
Be sure to mute your microphone before you join the video conference. Keep your microphone muted when you are not speaking.

PARTICIPATION
Be focused. Pay attention. Actively participate.
Let your teacher know if you have to leave, even if it is only for a few seconds.

CHAT RESPONSIBLY
Ask and post only class related questions and comments.
Only screen share when asked by your teacher (definitely don't draw on anything that your teacher shares).

DON'T SHARE THE MEETING LINK
Never share the private online meeting link with anyone.

Help and Support

[Joining a Zoom Meeting](#)

[Joining and configuring Audio and Video in Zoom](#)