

Zoom Guidelines for Parents, Teachers and Students

Version 1 - Tuesday 28 April 2020

Truscott Street Public School

Context

Zoom provides a valuable platform to maintain personal connections, monitor student wellbeing, clarify lessons and activities in the Learning From Home Plan.

Guidelines for video conferencing

Truscott Street Public School staff members will use Zoom for Video Conferences with students, under the following conditions:

1. Parents should be aware of and supervise students' participation in video conferences.

- a. **Parents** will be notified of the time of a video conference and will be provided with the password for the Zoom sessions. Students will be notified by their class teacher of the Zoom code. Parents are requested to provide supervision for their child's participation. They may help their child set up devices, but are not permitted to join any group / class conferences being moderated by the teacher. This addresses the risk of inappropriate behaviour, language or content being shared in a video conference.
- b. When setting up devices, where possible, please insert a virtual background or ensure the camera is facing a background where others cannot be seen on the screen. All rooms should be clear of items that might impinge on privacy.
- c. **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 Video Conference room is a classroom and the same school behaviour expectations apply.

- a. **Students** must be dressed in clothing appropriate for learning, i.e. no pyjamas or revealing clothing.
- b. **Students** are to be aware that all interactions, messaging, gestures and language used during a Video Conference are "school appropriate" even if you are not on school grounds.
- c. **Teachers** will limit the use of screen sharing and chat functions.
- d. Where chat is enabled, participants must not post links to the chat board or click on links posted in the chat board.
- e. **Video conferences will not be recorded.**
- f. Only whole class or group sessions are allowed. Teachers will not conduct 1:1 video, audio or chat sessions with a student.
- g. Any misconduct will be managed in accordance with the Truscott Street Behaviour Policy.

3. Screen sharing and chat functions should only be used by instruction from the teacher.

4. For teachers – DoE recommended must have settings:

- a. The Department of Education is constantly reviewing these settings. Some settings have been locked by the Department. These may be updated.
- b. **Turn on (these settings are off by default):**
 - i. Only authentic users can join meeting
 - ii. Activating non-verbal feedback
 - iii. Mute participant upon entry
 - iv. Waiting room - allow or remove button
- c. **Turn off (these settings are on by default):**
 - i. File transfer (to prevent student one to one chats that the teacher cannot see. Teachers can still share files to the students)
 - ii. Local recording
 - iii. Cloud recording
- d. When setting up your user account settings, it is suggested you change your first name to Ms / Mr / Mrs / Miss.

GENERAL VIDEO CONFERENCING ETIQUETTE

DRESS CODE

Ensure you are dressed appropriately.

LOCATION

Make sure you are in a common space, the place where you do your work during the day.

If you are setting up your own device, please insert a virtual background or ensure the camera is facing a background where others cannot be seen on the screen.

All rooms should be clear of items that might impinge on privacy.

Sitting or standing at a desk, so you can be easily seen on the screen.

PRESENTATION

Check what is 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 AND RESPECTFULLY

Ask and post only class related questions and comments to your teacher.

All communication will be moderated by the teacher.

There will be no private or individual communication between students.

Only screen share when asked by your teacher.