

Wakehurst Public School – Video conferencing (VC) guidelines

Wakehurst Public School staff members will use Zoom for Video Conferencing with students and parents, under the following conditions:

1. Parents should be aware of and supervise students' participation in videoconferences.
 - a. Parents will be notified of the time of a videoconference and are requested to provide supervision of children's participation. This addresses the risk of inappropriate behaviour, language or content being shared in a video conference.
 - 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 of respect, responsibility and personal best 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.

GENERAL VIDEO CONFERENCING ETIQUETTE FOR STUDENTS DRESS CODE

Ensure you have dressed appropriately. Your teacher may ask you to wear a school shirt.

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.