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Guidelines for Students using Video Conferencing Software

Dear Parents,

During the 'Learning from Home' period, teachers will be using Video Conferencing Software to check in with students. Over the next few weeks teachers will be using a video conference software called Zoom. Zoom is an online video communications tool which allows video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktop and telephone systems.

Why is the school using video conferencing?	There are academic, social and wellbeing benefits for students in using video conferencing software to communicate and collaborate online with their class and teachers when they are learning from home or a remote location.
Who will be involved in the meeting?	- Video conferencing will be used for communication between teachers and students at this time. Only authorised Department of Education (DoE) accounts will be able to access meetings. For the time being teachers will be using Zoom. - If a teacher can see others (non-students) within a Zoom meeting, they may remove the student or end the meeting. Parents may assist their child when setting up a Zoom call, and then we kindly ask parents to step away from the meeting. This is for privacy and child protection reasons for all students involved. - If you wish to communicate with your child's teacher, please call or email the school.
How will we know when my child has a meeting?	- Teachers will post a weekly schedule onto their individual Google Classroom Streams. Students will check the timetable and attempt to be available for their timeslot. Meeting hyperlinks and passwords will be sent out to students the day before their meeting. - Meeting links will be posted to the group of students being called via the Google Classroom Stream (this can only be seen by those students). Please be aware that calls will be a maximum of twenty minutes. - Teachers will be unable to troubleshoot issues at the time of the call. If your child is having difficulty accessing the meeting, please fill in the IT Help Form located on the CWPS Learning HUB. If students are unable to make the meeting, they need to comment on the post with the hyperlink or on the weekly schedule. The teacher will attempt to add them to another meeting timeslot. *IT Help Form* https://sites.google.com/education.nsw.gov.au/cwps/technology-support

How do I know my child is safe?	- The DoE is supporting schools with the use of Zoom as a technology platform. They have enabled and disabled various settings to improve the privacy and safety of students. Teachers will also be sending unique codes to students that will only allow those with the code to participate. - We ask students to log in with their DoE credentials. Further students should ensure their display name is their real full name (eg. Deianna Mawad) and is not a nickname or the name of another family member. Zoom users with an unknown name will not be admitted to the meeting.
What do I need to do prior to the first meeting?	Please ensure the following is completed: ● Your child will have access to an iPad/tablet, laptop or desktop computer with camera and microphone functionality. Please contact the school if you require a device loan ● Download the Zoom app or Software ● Students log in using their Department of Education credentials. ● Students have previously signed the K-2 or 3-6 Digital Citizenship User Agreement ● Review student expectations below

Please be aware that as part of the Department of Education directive, there will be no recording or capturing screenshots of these conferences by teachers or students allowed. Participants are advised that it will be seen as a serious matter if these directives are breached.

To ensure that these video conferences are productive, we ask students to review the *'Student Expectations'* in readiness for these sessions. We invite parents to make themselves fully aware of student expectations (see table below) to ensure the safety and privacy of the students and staff.

Student Expectations	
Appropriate Clothing	Wear sensible attire
Quiet Learning Space	Find a quiet spot, with a simple background where you can sit and listen without distraction.
Check the Time	Check your timetable and join their online session at the appropriate time
Turn off Mic and Camera	Turn your microphone and video off until your teacher asks you to turn it on
Respect Others	Respect others in your online environment by engaging appropriately.
Expected behaviour	Use appropriate language for the classroom. This video conference room is a classroom, and the same school behaviour and discipline policies apply to this environment.
Ask Questions	Ask questions and engage with your teacher