

Challa Gardens Primary School

PROTOCOLS TO SUPPORT 'ONLINE LEARNING' VIDEO CONFERENCING

As we transition to 'Online Learning', it is likely video conferencing will be used to complement other online learning, teaching, resources and supports. Below are protocols to follow to support the safety of using Microsoft Teams for video conferencing, which could be used to clarify the learning, provide feedback, explicitly teach new content or discuss the learning intentions for the week.

Teachers will:

- Consider carefully why you are having the video conference and whether it is necessary
- Ensure that students have necessary resources prior to the session
- Use the sessions to ensure students understand the content, do some collaborative discussion and make sure before the session ends that the students know what the next steps are.
- Schedule video conferences at consistent times every day
- Be professionally dressed
- The minimum group size for a conference/lesson will need to be three or more
- Record the lesson and then publish to the group/class if required
- Inform students that if they do not want their image recorded they can turn their webcam off
- Remove students from the video conference who are behaving inappropriately

Students will:

- Recognise that normal school expectations apply
- Ensure that the only participants in video conferences, beyond staff, are students from our class
- Come prepared for sessions – including having read, watched or listened to relevant resources.
- Join the video conference from a common space (i.e not bedroom)
- Protect their privacy by being mindful of the background
- Not record nor photograph/screenshot any part of the video conference
- Engage respectfully in discussions
- Do not engage with other chat forums with other students during a lesson
- Not starting video meetings in Microsoft Teams without the teacher present

Parents will:

- Encourage and support their child's learning including providing a suitable environment at home for a video conference/lesson when required
- Not participate in video conferences. If their child requires additional support, they will contact the teacher outside of video conference/lesson.