Video Conferencing Protocols and Expectations for Years 3 – 6 Students

In Stage 2 (Years 3 & 4) and Stage 3 (Years 5 & 6) Oatley Public School will be at times using the Zoom Video Conferencing platform as part of the Learning From Home to communicate with students and provide a medium for collaboration, socialisation, learning, and feedback. Zoom Video Conferencing has been endorsed by the NSW Department of Education (DET) and the DET have set up processes through the Student Portal for students and teachers to use Zoom.

Behavioural Protocols and Expectations

Student safety online is paramount. At school we have made reference to the following guidelines when planning for online learning Guidelines to support schools using live video with students

Online learning is a responsibility which is shared by parents and guardians. A responsible and respectful approach is always required by all. Our teachers will guide students to learning platforms that can be used safely and securely; however, it is the parent's/guardian's responsibility to ensure that our students are safe, healthy and respectful online.

A useful reference source is the E-Safety Commissioner's An online safety kit for parents and carers. We also recommend parents and carers become familiar with: https://www.digitalcitizenship.nsw.edu.au/

Zoom check-ins will operate with the same expectations and protocols as classroom times and our Oatley Public School ICT agreement of being Safe, Respectful, Responsible and Active Learners.
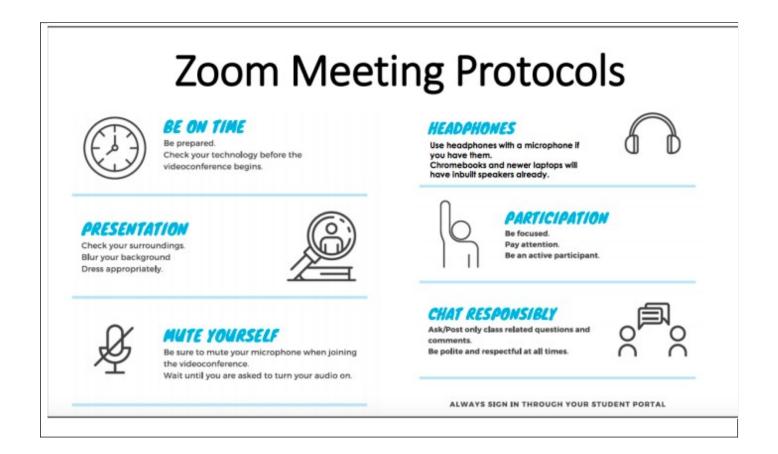
When using Zoom, the following protocols will be applied:

1. Students should be in a 'shared' space within the home and not in a bedroom. Students should be set up to engage in remote learning in a well-organised workspace with good lighting, a desk or table and chair which promotes good posture, not on a couch or lying on a bed. Although in a shared space, there should be minimal background noise and distractions and students should turn their phones off during classes.
2. Parents/guardians should be aware that the background environment will be visible and therefore, should be appropriate and free from items or information which the family would not otherwise wish to be seen. Students are encouraged to use a virtual screen which is not distracting and appropriate for the classroom environment.
3. Behaviour online needs to reflect our school ICT rules and 4C Learning Dispositions.
4. Student audio will be initially muted whilst they wait to be admitted into the meeting.
5. Teachers will control student audio muting/unmuting throughout the zoom but this can be performed by students at the teacher's direction depending on the type of communication.
6. Student video must stay on at all times unless requested by teachers.
7. The ability for students to share screens is de-activated by teachers.
8. Students are encouraged to wear headphones if they have them.
9. Students should dress appropriately. This requires students to be out of their pyjamas and dressed comfortably to support learning.
10. Students need to respect the learning space and the right of other students to learn in a respectful and collegial environment free from distraction.
11. Language used by students, both verbal and in the Zoom chat function, must be language that is appropriate in our school setting.
12. Throughout the Zoom class, students should be seated, comfortable and still.

13. Students should not eat or drink whilst on Zoom.
14. Students and parents/carers must not record the class or take screen recordings or shots on mobile devices.
15. The Zoom meeting is for students of that class only. Parents, carers and other people in the house are not to join in meetings.
16. Students need to be punctual. Zoom meetings will last no longer than 30 minutes.

These protocols and expectations are in place to best protect our students and support their learning and well-being during remote learning. Students and families not complying with these protocols and expectations will be contacted about their child's involvement in the sessions.

If you have any concerns with your student participating in Learning From Home at Oatley Public School in accordance to these protocols and expectations, please contact the Stage 2 (Years 3 & 4) Mrs Hewitt and Stage 3 (Years 5 & 6) Mrs Gadaleta Assistant Principals **via the school email.**

Zoom Meeting Protocols

BE ON TIME
Be prepared.
Check your technology before the videoconference begins.

HEADPHONES
Use headphones with a microphone if you have them.
Chromebooks and newer laptops will have inbuilt speakers already.

PRESENTATION
Check your surroundings.
Blur your background
Dress appropriately.

PARTICIPATION
Be focused.
Pay attention.
Be an active participant.

MUTE YOURSELF
Be sure to mute your microphone when joining the videoconference.
Wait until you are asked to turn your audio on.

CHAT RESPONSIBLY
Ask/Post only class related questions and comments.
Be polite and respectful at all times.

ALWAYS SIGN IN THROUGH YOUR STUDENT PORTAL

Years 3-6 Students: How to access Zoom link from Google Classroom

➤ It is highly advisable that all Years 3-6 students carefully read these instructions as soon as possible and ensure they understand the steps to follow to successfully connect to their class Zoom session. Your class teacher can also clarify any details that are not clear. Please do not leave this until immediately prior to the commencement of your class Zoom session.

➤ If you have any technical difficulties connecting to a class Zoom session, unfortunately your classroom teacher will not be able to troubleshoot these issues with you at that time. Please send them a message on Google Classroom and they will contact you after the Zoom session has finished.

➤ Your classroom teacher will post the Zoom link for your class Zoom session, in the **Announcements** stream of your **class Google Classroom.** Your classroom teacher will communicate the specific Google Classroom for this announcement to you prior to the Zoom session.

➤ Students who are **accessing Zoom via an iPad will need to download the Zoom app** from Apple's App Store prior to connecting to the class Zoom session.

➤ Students who are **accessing Zoom via a Chromebook may need to also download the Zoom app** from the Google Play Store or an appropriate Chrome Store for their device prior to connecting to the class Zoom session.

When this Zoom link has been posted, students should:
➤ Click or tap on the Zoom link in Google Classroom

➤ When prompted, choose to "Sign in with SSO". If you are required to enter the domain, add **'nsweducation"** to the domain as per the screenshot below.

➤ Once you move past this single sign on (SSO) screen, you will be prompted with the Department of Education login screen. This is where you need to enter your usual DoE student username and password (not full email address).

➤ Once your login is accepted, you should be in the waiting room of your class Zoom session, waiting for your teacher to admit you. Make sure your audio is muted.