Eglinton Public School

Zoom Protocols – learning from home

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.

This document provides guidance and support on the use of video when teaching and learning from home. The department has revised its recommendations and guidelines around using video in response to increasing numbers of students and teachers learning and teaching from home.

At Eglinton Public School, Zoom is the preferred video conferencing software as an online synchronous tool for teaching and learning. These guidelines should be in line with the digital devices procedure developed by the school. For further advice on how to stay safe online, visit the department's Digital Citizenship website and the eSafety Commissioner site.

Students will..
- follow School Expectations and Behaviour Code of Students.
- access Zoom through the student portal and/or Google Classroom.
- blur/ set their background to an appropriate static picture at the beginning of the lesson.
- test their audio, webcam and speakers in advance.

Families will...
- provide the school with consent for the student to participate in Zoom sessions.
- refer to the guidelines to support schools using live video with students.
- help students to set up devices.
- supervise the student during Zoom sessions.
- not participate in zoom sessions set for the student. All additional members (other than the class students and teachers at EPS) must have a current Working With Children Check (WWCC) on record with the school before being admitted into an online session with students. This includes parents.

Teachers will...
- use a live video conference (Zoom) with students with cameras enabled.
- plan a purpose / learning intention for the Zoom session with set outcomes, expectations and success criteria.
- adhere to the set time and day allocation as recorded in Sentral Places and Spaces.
- use pre-recorded lessons and live sessions to support student learning.
- provide clear instructions to students on how they can access the video lesson and if there are any passwords needed to access the online classroom.
- add a password to the room to ensure extra security when using Zoom.
- limit sessions to 20 minutes or less.
- wait for all students to exit the meeting before leaving.
- pre-set video lessons to mute participants' microphone automatically upon entry (you can choose to switch them on selectively to allow student participation).
- start with their camera turned on. This reinforces to students this is a live session, and establishes a more personal connection with students. However, after a short while, the camera can be turned off to preserve bandwidth and focus students on learning.
- where possible, be in a quiet space with a simple background or blur their background.
- not allow any unauthorised access to the video conference room. This includes parents, unless they have been authorised to attend by the teacher prior to the class. All invited guest adult speakers should have a current Working With Children Check (WWCC) before being admitted into an online room.
- set students to wait in the waiting room before the start time. Students should not be in the online room without a teacher who is the host or co-host for the lesson.
- be careful when using screen sharing – it can be easy to accidentally share confidential information. **Teachers must shut down any email programs during the lesson.**
- ensure all class pre-recordings are published only on department-authorised systems such as Microsoft Teams or Google Classroom.
- embrace the pause. Take a moment after the end of your comments and allow for students to ask questions and engage before continuing on.
- take time to promote questions, comments, and interactions from your class. Allow time for your students to raise their hand, write their questions in chat, or be unmuted to ask their questions live.
- experiment with some more advanced features such as white boarding tools, annotation tools, polls, screen sharing and breakout sessions to add variety to the lessons.
- dress appropriately for the school / classroom environment.
- where possible, include a second teacher to support with technical issues, answer online chat questions and provide moral support.
- make necessary notes / adjustments for those students who may have missed the Zoom session due to illness or internet issues.

Teachers will not…
- record students on video conferencing.
- conduct 1:1 video, audio or chat sessions with a student.
- publish class lessons publicly.