

20 July 2021

Hurstville Public School Zoom and Microsoft Teams (Video Conferencing) Guidelines for Parents and Students

Dear Parents, Carers,

The emergence of COVID-19 has instigated a rapid transition to an online education delivery model in Australian schools. This includes piloting and implementing tools that provide for personal interaction between teachers and students. The NSW Department of Education has developed guidelines to support schools using live video with students ([guidelines-to-support-schools-using-live-video-with-students.pdf \(nsw.gov.au\)](#)) and has engaged in an Enterprise Licence with Zoom. Students in Stage 3 at Hurstville PS will also be piloting the use of the video conferencing function on Microsoft Teams.

Zoom and Microsoft Teams Meetings are 'live' video conferencing (VC) platforms that teachers may use for some online classroom meetings. Students in Years 3 – 6 at Hurstville PS will be trialling the use of video meetings for class check ins with students during Week 2, Term 3 2021. Students in Stage 3 only will also be piloting the use of the video conferencing function on Microsoft Teams throughout this period.

During these check ins, students will have the chance to ask any questions about their learning frameworks and interact with their class peers. A Hurstville PS staff member (usually the class teacher or teacher from the grade) will always be the host of the meeting and will send an invite for students to join a meeting at a specific time. This meeting will take place during an allocated class time (Class Meeting/ Check in Time). Each class teacher will advise students and families via Seesaw or Microsoft Teams of the allocated meeting time. All meetings will be private and require a password from your teacher. **DO NOT SHARE THE MEETING INVITE, LINK, ID or PASSWORD WITH ANYONE.**

To use Zoom, students will need to download the app onto the device they are using for Zoom meetings (Desktop, laptop, iPad, etc.). This is a free app. Students do not need a Zoom account to participate in meetings. The Department of Education has developed a guide for how students can access Zoom meetings in NSW Public Schools. ([How students can access Zoom meetings in NSW public schools](#))

Please read through the following pages carefully with your child. Ensure that they understand the guidelines and etiquette for using Zoom and Microsoft Teams (Stage 3 only). Students and parents are expected to always follow these guidelines when using Zoom or Microsoft Teams with the school.

Students must not join any Zoom or Microsoft Team meeting with the class/school until they have read through and agreed to the below conditions with their parents.

Breaching the following guidelines and etiquette, will result in students being removed from the video meeting. Any instances of Condition 6 or 7 being violated will result in the school principal and/or the Department of Education being notified, and the student possibly being excluded from future video meetings. Repeated breaching of any of the guidelines may also result in the student being excluded from future meetings.

**Mark Steed
Principal**

Guidelines/Conditions for Safe and Appropriate Video Conferencing (*Zoom and Microsoft Teams*)

Please be aware that when you first arrive in your video conference, you will be placed in a 'Waiting Room'. This allows your teacher to commence the meeting when most people are present - much as they would in school. The meeting will not proceed if you are the only student to join that meeting. In this situation, your teacher will end the meeting and reschedule for another time.

The expectations below are designed to ensure Zoom and MS Teams lessons are safe and productive. If your teacher feels that you are not meeting these requirements, you will be given the opportunity to correct the issue. However, if your teacher is not satisfied that the issue has been rectified, you will be removed from the meeting.

Students must not join any meeting until they have read through and agreed to the below conditions with their parents.

Hurstville Public School staff members will use Zoom and Microsoft Teams (Stage 3 Only) for Video Conferences under the following conditions:

1. Parents should be aware of and supervise students' participation in Video meetings.

Parents will be notified of the time of a Zoom or Microsoft Teams meeting via Seesaw and are requested to provide supervision of children's participation. This addresses the risk of inappropriate behaviour, language or content being shared in a meeting/video conference. 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. You should only participate in a 'live' meeting from a location where you can be visible to other members of the house and with the door open. Ideally this might be at a kitchen or dining room table. You should position yourself such that there is a blank wall backdrop that will retain privacy and reduce distractions to others. You cannot and should not engage in any video calls from your bedroom.

2. The Zoom or MS Team Meeting is a classroom and the same school behaviour expectations apply

Students are to be aware that all interactions, messaging, gestures, and language used during a video Meeting are "school appropriate" even if you are not on school grounds.

Students participating in video meetings are expected to follow the school and class rules. This includes following teacher instruction, listening when others are speaking and not making any inappropriate comments or gestures.

While in a meeting online, students must demonstrate the school values of respect, responsibility and a commitment to learning. Any student acting inappropriately will be removed from the meeting.

3. Students must be dressed appropriately for learning

- Students must be dressed in clothing appropriate for learning
 - No pyjamas.
 - No inappropriate clothing.

4. Real names must be used in all video meetings

- Parents will ensure students are using their own name.
- Students will only enter a video meeting using their own name (No nicknames).

5. Screen sharing and chat functions should only be used by instruction from the teacher.

- Teachers will limit the use of screen sharing and chat functions.
- Where chat is enabled, participants must not post links to the chat board or click on links posted on the chat board.

6. Video meetings will not be recorded.

- Recording audio, recording video, or taking any photographs of a video meeting with a teacher or student(s) is strictly prohibited.

7. Do not share meeting IDs, Links, Invites or Passwords

- Meeting IDs, invites, links and passwords will be shared by the class teacher with the class via Seesaw or Microsoft Teams.
- Parents and students are strictly prohibited from sharing meeting IDs, invites, links and passwords, even with other members of the class.

This is to ensure the safety and privacy of the students participating in video meetings.

8. Parents (and other household members) are not permitted to participate in school/class video meetings

As outlined in the NSW Department of Education's Guidelines, parents may assist with helping their child set up the technology, however, are requested not to join any group/class Meetings being moderated by the Teacher. This includes being visible in the background.

Parents or other members of the household must not take part or appear in any ~~Zoom~~ meeting with students unless they have been authorised to attend by the teacher prior to the class. All invited guest adult speakers must have a Working With Children Check (WWCC) before being admitted into an online room. Ideally, students should set up so there is a blank wall behind them. Where this is not possible, students are encouraged to set a static background by clicking '*Choose Virtual Background*' in ~~Zoom~~. Any virtual background used must be school appropriate.

GENERAL VIDEO CONFERENCING ETIQUETTE FOR STUDENTS

DRESS CODE

- Ensure you have dressed appropriately, i.e. No pyjamas or inappropriate clothing.

LOCATION

- Make sure you are in a common space, possibly 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.
- Have a blank wall behind you or set an appropriate 'Virtual Background' to block out what is happening around you.
- DO NOT lie or sit on your bed when participating in an online meeting.

POSITIONING YOUR CAMERA

- Cameras should be positioned to only display from the shoulders up.

PRESENTATION

- Always show your real name.
- Check what is 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.

PARTICIPATION

- Be focused. Pay attention. Actively take part.
- Let your teacher know if you must leave, even if it is only for a few seconds. - Leave the chat as soon as you are instructed by your teacher

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 OR PASSWORD

- Never share the private online meeting link or password with anyone.

SPEAKING AND LISTENING

- As in a normal lesson, it is important that you exercise good self- discipline and listen carefully to your teacher throughout the lesson.
- Be sure to mute your microphone before you join the video conference.
- Unless instructed otherwise by your teacher, you should MUTE your audio. Exceptions to this might occur if you are asked a question, taking part in a class discussion, or sharing something with the rest of the class as part of the lesson.
- Keep your microphone muted when you are not speaking

Security Measures:

The Department of Education (DoE) and Hurstville Public School have taken several steps to ensure video meetings conducted with students are as safe and secure as possible.

These include:

- The Department of Education has engaged in enterprise licences, so more comprehensive security measures can be implemented than in free versions. This includes certain features and settings being locked by the DoE so they meet the DoE's Guidelines for using Video Conferencing
- Meetings being private and requiring a meeting ID and password
- Settings are locked so students enter 'Waiting Room' when they log in and are only permitted access to the video meeting by the host (classroom teacher)
- Host (classroom teacher) has control over muting participants and removing participants who breach the DoE and/or school guidelines
- Only students who agree to and follow the guidelines set out by the school and DoE will be permitted to participate in video meetings with the class/school

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 child participating in video conferencing as part of Learning from Home at Hurstville Public School in accordance with these protocols and expectations, **please contact your child's class teacher or the Assistant Principal/Team Leader for the grade your child is in.**

Parents and carers are also encouraged to visit the Department's Digital Citizenship website and the eSafety Commissioner website where there is helpful advice for parents/carers to help their children have safe, enjoyable experiences online

[Digital Citizenship - home](#)

[Homepage | eSafety Commissioner](#)

Help and Support – links

Access Zoom Meeting in NSW Public Schools

- [How students can access Zoom meetings in NSW public schools](#)

Joining a Zoom Meeting – Department of Education

- <https://schoolsequella.det.nsw.edu.au/file/a06a3c9d-264b-46b3-a5bd-a321372b7cee/1/zoom.zip/JoiningZoomMeetings.pdf>

Getting into Zoom – Students

- [Accessing Zoom - Students](#)

NSW Department of Education – Video Conferencing Guidelines

- [Guidelines-to-support-schools-using-live-video-with-students.pdf \(nsw.gov.au\)](#)