



Hurstville Public School

Guidelines for using Zoom / Microsoft Teams video conferencing



Zoom and Microsoft Teams are an online tool for lessons and meetings with your teacher. Parents may help you get started, but it is a virtual classroom only for you.

Please follow these rules when in a video meeting with your teacher and class.

BEHAVE YOURSELF

Mr Steed says “Even though you are not in our usual classroom, all our classroom rules still apply. Remember to always be respectful and responsible”.

MUTE YOURSELF

Mr Renshaw says, “Please mute your microphone when joining the class. Your teacher will let you know when to unmute yourself to give everyone a chance to speak”.



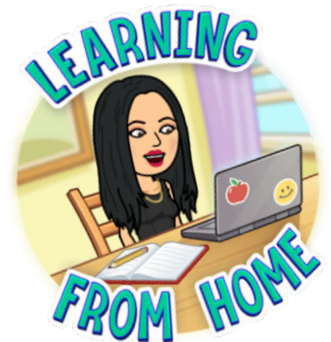
PAY ATTENTION

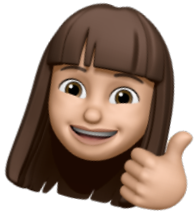
Mrs Singh says “Listen carefully to your teacher. If you have a question, raise your hand and wait for your teacher to call on you. If your teacher calls on you, unmute your microphone so everyone can hear you.”



SENSIBLE PRESENTATION

Miss Allen says, “Dress appropriately, in normal clothes. Absolutely no pyjamas. Make sure you sit still during the meeting”.



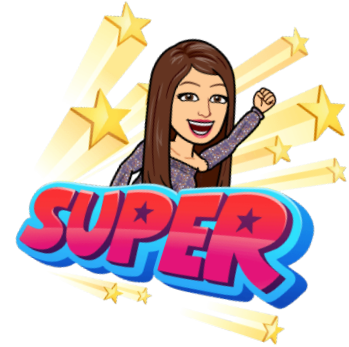


BE IN A GOOD SPOT

Mrs Muir says “Find a comfortable and quiet spot in your house that is easily visible to your parents. It is best to keep your device on a steady surface.”

BE ON TIME

Ms Kakakios says, “Be prepared to come online at the set time. Check your device is charged and ready before this time”.

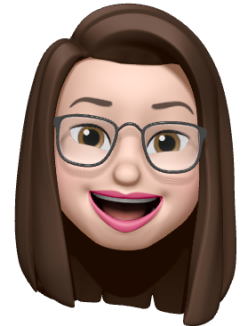


WEAR HEADPHONES

Mrs Roebuck says, “Make sure you wear headphones if you have them”.

BE FOCUSED

Miss Diab says, “Be focused and pay attention. Make sure there are no distractions around you, like a tv or a pet”.



CHAT RESPONSIBLY

Mr Andreone says, “Ask or post only sensible comments and questions. If it is not on topic, don’t say it”.

NO PHOTOS OR VIDEOS

Mrs Baitieri says, “Do not take any photos or videos of the meeting. It’s very important to respect everyone’s privacy”.



If your parents have a question, they will need to message the teacher via Seesaw, as this classroom is for students only.