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## **Etiquette and Procedures for Live Video Conferencing Lessons**

Video Conferencing is a system that enables people in various different locations to have a meeting/lesson by seeing and hearing each other on a screen. Video Conferences can be joined using a Smartphone or, ideally, a Tablet or Computer.

Video Conferencing lessons led by teachers may take place during a school closure.

This is an additional learning tool to Microsoft Teams that teachers may use to support the continuity of learning for our students and to enable teachers and students to have more face to face communication and engagement during a closure.

In order to ensure that these video conferencing lessons happen in an effective, appropriate and productive manner, we are advising students of the following etiquette and procedures.

We expect full cooperation of all students with these procedures and ask parents to support the school with this, in the best interests of students.

1. Appropriate clothing should be worn during the lessons - items of clothing such as pyjamas are not appropriate.
2. Students should be prepared for the lesson - this means having pens, books, copies or any items required before the lesson begins. Teachers will advise students in advance of the materials they will need for the lesson.
3. Where possible students should sit at a desk/table/counter - top or a similar solid work surface during the lesson and not on beds, floors, couches etc.
4. The Video Lesson will take place during the time stated by the class teacher. Students will be notified of this at least 24 hours in advance via Microsoft Teams. The link to the conference call will be emailed in advance of the meeting. Under no circumstances should this link be distributed to any other persons.
5. Video Lessons will be a maximum of 1 hour duration but may take less time.
6. Before entering the video lesson students should ensure their microphone is muted and should be kept muted unless advised to unmute by the teacher. Individual teachers will advise students of how to ask questions in the virtual classroom in a similar way to how they would manage a physical classroom.

7. It is recommended for students to have their camera turned on during the meeting. This is to allow the face to face interaction between teachers and students.
8. Students should not leave the Video Conference Lesson until it has officially ended. Students should leave the lesson immediately when the teacher has advised them to do so. Students should not move around the room or make distracting noises that interrupts the lesson for themselves and/or other students.
9. School Policies are effective during school related activities such as Video Conferences. In particular, students should pay attention to the following policies which apply during school related Video conferences;
  - Code of Behaviour
  - Internet Acceptable Use Policy
  - Anti-Bullying Policy
  - Data Protection Policy

The above policies are available on the school website.

10. Students are not permitted to make a recording of any kind either during a Video conference Lesson or of a recorded lesson posted by the teacher. Recording and or sharing of recordings is strictly prohibited; this includes capturing still images, video recording and audio recording.
11. Individual teachers may record the lesson for teaching and learning purposes and may post the lesson to Microsoft Teams to allow students to review the lesson. If for any reason you do not wish for your child to be recorded please advise the school in writing.
12. Polite, patient and respectful behaviour is expected during the lessons – between students and between students and teachers.
13. Students should not be interacting with their phone during the lesson unless they are using it to access the video conference lesson so as to not disrupt the lesson. If they are using their phone to access the meeting they should ensure they have turned off all other notifications on their device.
14. Students should let other household members know before they connect to a Video Conference Lesson as they will need some space/quiet for a period of time.
15. Pets can be a distraction if brought to a Video Conference, so students should leave them to enjoy other pet activities while they are at a Video Conference.
16. The Use of Headphones will assist in the quality of sound (this could be as simple as a pair of earphones that come with a smartphone that has a built in microphone) - but please note - this is not a requirement for joining a Video Conference.