

Protocols for conducting Video Conferencing, eg. Webex meeting, with students

For students:

- Dress appropriately – no pjs! You need to dress as you would if you were attending class or work. Avoid wearing clothing that's too bright. Darker clothing will ensure that you appear clearer on the screen.
- Location – ensure that your computer is not in your bedroom, but in a space that is less private eg. kitchen/lounge room, and preferably there is another adult around.
- Get involved – you will get more out of the experience if you are prepared to contribute to the discussion. Be yourself.
- Don't dominate the conversation – be courteous to other participants. Don't talk over others talking and wait your turn. You might want to indicate that you have something to say by raising your hand (as you would in class) and waiting for the conference facilitator (the teacher) to acknowledge you before launching into what you want to say.
- Position your camera appropriately – don't position your camera too high or too low. Weird camera angles can be very distracting – and unflattering. Make sure your camera is on eye level.
- Be on time/early – get set up and check your video and audio settings before the meeting starts. Joining a meeting late will be like walking into class late, and disrupting the learning of others.
- Mute your microphone whenever you're not speaking – even if you're alone in the room. Background noise can be an annoying distraction and people don't want to hear you munching your mid-morning snack.
- Be present – don't be doing other things eg. checking your phone, or talking to someone in the room, while on a video conference. It's easy for other participants to tell if you aren't fully focused during the video call.

It's important to remember that video conferences are essentially in-person interactions that will support the learning of all students.

Teachers may request that you submit/email questions prior to the video conference – this will assist with the efficient use of time during the video conference and make the session more meaningful.

Privacy and safety considerations

Teachers must comply with relevant legislation and Department policies when using Department provided software in schools.