

# Video Conferencing (VC) Guidelines

July 2021

Tempe High School

## VC platform

A variety of VC modalities are utilised at THS which include Zoom, MSTeams, GMeet and Discord.

## Guidelines for video conferencing

Tempe HS staff members will use VCs for students and parents, under the following conditions:

1. **Parents should be aware of students' participation in videoconferences.**
  - a. **Parents** should be aware that over the course of the school day, their child may be asked to undertake VC for their KLA subjects within the times of 8:45am- 3:08pm\*  
\*Note: Yr11-12 students may undertake VC's for periods '0' or '7' classes.
  - b. **Students** are required to check Google Classroom pages for their teacher's communication of structured VC classes.
2. **The VC room is a classroom and the same school behaviour expectations apply.**
3. **Students and parents must be appropriately dressed for learning.**
  - a. **Students** must be dressed in clothing appropriate for learning, i.e. no pyjamas or revealing clothing.
  - b. **Parents** present must be dressed in clothing appropriate for a school setting, i.e. no pyjamas or revealing clothing.
4. **Real names must be used in all VCs**
  - a. **Students** are to be aware that all interactions, messaging, gestures and language used during a VC are "school appropriate" even if you are not on school grounds.
  - b. **Students** will only enter a VC using their own name (No nicknames).
  - c. **Students** ensure you blur your screen background or use an appropriate virtual background.
5. **Screen sharing and chat functions should only be used by instruction from the teacher.**
  - a. **Teachers** will limit the use of screen sharing and chat functions.
  - b. Where chat is enabled, participants must not post links to the chat board or click on links posted in the chat board.
6. **Videoconferences will not be recorded.**

## GENERAL VIDEO CONFERENCING ETIQUETTE FOR STUDENTS

### DRESS CODE

Ensure you have dressed appropriately.

### PREPERATION

Ensure your device is adequately charged for the working day.

### LOCATION

Make sure you are in a common space, 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.

**DO NOT** be in your bed online.

## **PRESENTATION**

Show your real name at all times.

Blur background or use a virtual background.

Check what's 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.

## **MUTE YOUR MICROPHONE**

Be sure to mute your microphone before you join the video conference.

Keep your microphone muted when you are not speaking.

## **PARTICIPATION**

Be focused. Pay attention. Actively participate.

Let your teacher know if you have to leave, even if it is only for a few seconds.

## **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**

Never share the private online meeting link with anyone.

## **Help and support for students and parents**

[Joining a Zoom Meeting](#)

[Joining and configuring Audio and Video in Zoom](#)