

Video Conference Guidelines for Parents

Why use video conferencing?

Video conferencing is a beneficial tool for learning and provides opportunities to:

- Collaborate and connect students with teachers for learning in real-time
- Reach students who cannot get to school due to hospitalisation or isolation
- Record class lessons for playback later
- Allow students to review recorded lectures after the fact
- Bring experts into the classroom.

Before the lesson starts

- Ensuring that they are using a diary/schedule so that everyone is aware when conferences are to take place.
- Your child should be dressed appropriately.
- Ensure that your child has video and audio turned off unless invited by the teacher.
- Talk with your child that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.
- Know they require a quiet space to meet online using an internet enabled device
- Ensure others in your house know your child will be in a video conference. Make family members and the student aware that they can be heard by the whole class if speaking too close to the microphone. Parents can help with controlling siblings and other family members while the VC is going on to help make sure that it all goes smoothly.
- Make sure that your child is in a room clear of things that might impinge on your family's privacy.
- Internet access and the strength of the signal can affect the communication in a video conference. Know your system, and if needed, dedicate time to your child's learning for the duration of the meeting.
- Understand that this video conference will most likely be recorded.

What to look for while students are online in a structured lesson

- Make sure that they are on task and using the computer for the correct reasons. Rarely would a game like "MineCraft" be played during a video conference.
- Your child should be engaged in the lesson. This would include active listening, asking questions and completing online exercises.
- Ensure your child is working with the computer in an ergonomic manner. For example, sitting in a chair, back straight, feet flat on the floor and screen adjusted to a comfortable height.
- Students should comply with CSO's Cybersafety User Agreement for Primary Students.

What if there are conditions that would impede my child from taking part in VC lessons?

Contact your child's teacher to discuss the possibility of alternative arrangements.

After the lesson ... what next?

Ensure that:

- Your child completes all set tasks
- All homework is completed and submitted for assessment and feedback
- Regular study routines are maintained and set online work is completed in readiness for the next conference.