

Video Conference Guidelines for Students

Before the video conference

- **Tell others in your house what you are doing.** Your parents/carers can help with controlling your siblings. If your parent/carer knows and understands what it is you are trying to achieve, then they will help make sure that it all goes smoothly.
- **Clear Room-**Make sure that the room you are going to film in is clear of things that might embarrass you and your family, or cause offense. Specifically, look at your walls and try to pick one that has a plain background.
- **Try before you go live! (in Zoom)** Test your video and microphone settings. You can set up a Zoom meeting with no one in it except yourself. This way you can see what others see before you go live, and make alterations to make the image look better - <https://zoom.us/test>
- **Sit still and quietly for a moment-** listen to the sounds around you; if you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening in your surrounding environment.
- **Headphones-** Consider using headphones so that you can hear clearly.
- **Appropriate Clothes and Online etiquette-** Remember that you are going to be in an educational environment! Dress appropriately and act accordingly as the same rules at school apply in a virtual environment.

During the Video Conference

- Make sure you are on time for your video conference.
- Start with your camera off and microphone muted and wait to be invited by the teacher to turn each on.
- Understand that school rules also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.
- Students should comply with CSO's Cybersafety User Agreement for Primary Students which is the norm being used by your school
- Get familiar with the tools, especially virtual background in Zoom or Blur background in Microsoft Teams Meet Now. If the Chat feature is enabled use it to ask relevant questions of your teacher and your peers This way your teacher can answer you directly and communicate the response to the whole group.
- Use hand gestures with your teacher such as double thumbs up for agreement or double thumbs down for disagreement. Wave your hands to draw attention to yourself. If using Zoom you can use the nonverbal feedback tools in Zoom to alert teachers of your understanding in the Zoom meeting - hands up for questions, tick if they are saying yes, etc.
- Participate in the learning activities.

After the Video Conference meeting

- Make sure you use the Leave Meeting menu to exit the meeting when it is finished
- Follow Up the learning activities and complete all assigned tasks.