



Purpose

This procedure guides teacher to student use of Zoom during times of remote learning. Our school acknowledges the importance of students being able to connect with their teacher and with their peers in this time of uncertainty and operation from a remote learning model.

Scope

This procedure provides a consistent framework for teachers to setup a live video to engage with their students to read them a book or to undertake a Q&A in response to the Unit of Work that has been set. Zoom has been identified as an appropriate form of video conferencing for all students K-6.

The Department has worked closely with the Child Wellbeing Unit, Legal Services Directorate, School Services and Information Technology Directorates as well as representatives from the Primary Principals Association and the Secondary Principals Council to ensure that all perspectives are addressed.

Our School's Approach

There are academic, social and wellbeing benefits for students in using video conferencing software to communicate and collaborate online with their class and teachers when they are learning from home or a remote location. These guidelines complement the Sherwood Ridge P.S Student Use of Digital Devices and Online Services Policy and Procedures.

Responsibilities and obligations

School directives for setting up a video conference classroom at Sherwood Ridge P.S

- Teachers are to read through and abide by the NSW DoE Zoom Teachers Guide
- Teachers are to configure their Zoom account settings in accordance with department expectations as identified in NSW DoE Zoom Teachers Guide
- The video conference room is a classroom and the same school rules and behaviour and discipline policies apply to this environment.
- Only teachers and authorised students have access to the video conference room.
- All invited guest adult speakers are required to have a Working With Children Check (WWCC) before being admitted into an online room.
- A password is always required to enter the room to ensure extra security when using Zoom.
- Staff are not permitted to conduct one on one zoom sessions with students at any time or be in a zoom room with just one child.
- Teachers are required to ensure that students enter a waiting room before they enter the room to ensure students are not in the online room without a teacher who is the host. Students are not to be admitted to the room until two or more students can be admitted or other students are waiting in the room.
- Student behaviour is to be monitored throughout the lesson/session and managed appropriately through the stating of expectations of behaviour, reminders, warnings and the use of the mute and lockout function.
- Be careful when using screen sharing, confidential information can be accidentally shared if it is open.
- Private chat between students is to be disabled as per setting guidelines.

- No live lesson is to be recorded.

Sherwood Ridge Expectations of Use

The following are the current expectations for use of live Zoom sessions

- Daily roll call and introduction of the daily slides and clarification where needed.

Organisation Procedures and Responsibilities

Staff are required to:

- Provide students with clear instructions via Google Classroom on how they can access the video lesson including password details.
- Test audio, webcam and speakers in advance.
- Pre-set video lesson to mute participants' microphone automatically upon entry.
- Turn on Teachers camera's upon entry into the Zoom classroom. This reinforces to Students this is a live session, and establishes a more personal connection with Students.
- Have a virtual static background.
- Where possible, be in a quiet space.
- Teachers are required to enter the class early to ensure proper connection.
- At the beginning of each lesson remind students of behaviour expectations and reference Online Learning @SRPS **Appendix 1**
- Monitor student behaviour throughout the lesson and manage appropriately.
- Give clear and explicit instruction for the technology so students feel supported and regularly clarify their understanding.
- Provide a plan for each class by screen sharing a document or slide at the beginning of class. This gives Students a clear idea of how the class will progress, what will be covered, and the activities they'll engage in.
- Embrace the pause. Take a moment after the end of your comments and allow for Students to ask questions and engage before continuing on.
- Take time to promote questions, comments, and interactions from your class. Allow time for your Students to raise their hand, write their questions in chat, or be unmuted to ask their questions live.
- Speak slowly and clearly.
- Bring the energy into the classroom even when there is a perceived lack of engagement/response from the Students.
- As the Students become more confident in the online space, allow them to lead discussions or conversations. As in a physical classroom, the Teacher doesn't need to run all the activities but do ensure that the expectations are clear and all Students know what their role is.
- Have Students be the presenter and share projects with the class. This allows your Students to show what they're working on while practicing their presentation skills. It also allows Students to hear from one another.
- Try to make the lessons interactive and engaging by varying the way you deliver the lessons. Use the live lesson as an opportunity to collaborate, discuss and brainstorm ideas.
- Aim to make connections/ask questions with each student in the Zoom classroom.
- Try to inject some wonder and fun into your online lesson. This is a time for the Students and Teacher to meet up and establish a social connection. Try a wonder of the week, fun facts or topic related puns.
- As you get more confident with using the tools experiment with some more advanced features such as white boarding tools, annotation tools, polls, screen sharing and breakout sessions to add variety to the lessons.

- Restrict the length of a video lesson to no more than 40min to maintain Student focus, ideally sessions should last approximately 20min.

Students are required to:

- Test audio, webcam and speakers in advance.
- Not share Zoom link and password with anyone.
- Have a virtual static background.
- Where possible, be in a quiet space.
- Protect their privacy and the privacy of others and not record live lessons using any device or platform.
- Follow school rules, expectations, policies and procedures while participating in a Zoom classroom as set out in Online Learning @SRPS **Appendix 1**.
- Ask questions and seek help when technology is not working.
- Engage in all content and discussion, being an active participant and listener.
- Seek clarification and ask questions via video or via chat.
- Remember they are in an open forum.

Communicating this procedure to the school community

Staff:

- Staff will be presented with the policy during staff professional learning session 28.7.21 and will be emailed a copy. Assistant Principals to provide additional support to any staff member requiring further professional learning to successfully use Zoom with students.

Students:

- Students will discuss policy with classroom teacher at the beginning of their first Zoom lesson

Parents and carers:

- Parents and carers will be emailed new policy via the school app

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school's complaints process. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

Review

The principal or delegated staff will review this procedure annually.1