



Video Conferencing Protocol

for Students and Parents

Always follow our school values of respect, honesty, kindness, responsibility and effort.

Important privacy issues

- When you participate in a video meeting, you are providing a 'window' into your home.
- Please think about what is behind you and what may come into view during the meeting.
- Do not screenshot or record anything during the meeting.
- Make sure you are in the family room or the kitchen, not your bedroom.

Before you start

- Gather your materials: laptop or tablet, papers, pencils or pens.
- Use a headset with a microphone if you have one.
- Find a quiet place away from distractions, such as brothers and sisters, TV or pets.
- Make sure any family members near the camera are in their day time clothes (no pyjamas).
- Make sure you are on time for the video conference.
- Check your audio and video are working.

Joining the meeting

- Mute your microphone before entering the meeting.
- Check in through the chat when you arrive. "Ahmed is here."

Using your microphone

- Unmute yourself when you want to talk, then mute again.
- Remember that the microphone will pick up all of the background noises in the room.

Using your camera

- Try to look at the camera, not your screen.
- If your camera is off, you might need to say who you are when you talk.
- Save snacking for after the meeting.
- You do not have to turn on your camera if you don't want to.

Using the chat

- If you have a question, put it in the chat.
- Only use the chat to talk about your learning.
- If you are responding to another student in the chat, write their name before your response

Stay engaged

- Nod or do 'thumbs up' when others are talking.
- Try not to do anything else while you are in the meeting.
- Use the chat, but think before you type, just like you would think before you talk.
- Raise your hand to share ideas, and the teacher will ask you to unmute yourself.