



WOODVILLE HIGH SCHOOL

PROTOCOLS TO SUPPORT 'ONLINE LEARNING' VIDEO CONFERENCING

As we transition to 'Online Learning', it is likely that video conferencing will be used to *complement* other online learning, teaching, resources and supports. Below are protocols to follow to support the safety of using Zoom for video conferencing, which could be used to clarify the learning, provide feedback, explicitly teach new content or discuss the learning intentions for the week.

The role of the teacher:

- Consider carefully why you are having the video conference and whether it is necessary
- Ensure that students have necessary resources prior to the session
- Make sure the Learning Goals are clear and refer to the Proficiency Scales that should be uploaded onto Daymap either as part of a task or linked to the achievement standard
- Use the sessions to ensure students understand the content, do some collaborative discussion and make sure before the session ends that the students know what the next steps are. Follow the planning model of Learning Goals, Learning Process, Submission Requirements and Communication requirements
- Schedule video conferences within your normal schedule double lesson time
- Be professionally dressed
- The minimum group size for a conference/lesson will need to be three or more
- Exercise vigilance and ensure that only students who are part of the class are involved in each lesson
- Record the lesson and then publish to the group/class if required
- Inform students that if they do not want their image recorded they can turn their webcam off
- Remove students from the video conference who are behaving inappropriately and refer to the Year Level Manager
- Make provision for leaders to be able to access/monitor online materials and video conferences
- Structure a routine for students to access the link and login details for a Zoom conference/lesson
- If a student expresses any feelings or thoughts around existing or emerging well-being issues, please contact the counsellors.

The role of the student:

- Recognise that normal school expectations apply - Following WHS SBM procedures
- Ensure that the only participants in video conferences, beyond staff, are students enrolled in the class
- Come prepared for sessions – including having read, watched or listened to relevant resources.
- Join the video conference from a common space (ie not bedroom)
- Protect their privacy by being mindful of the background
- Not record nor photograph any part of the Zoom conference
- Engage respectfully in discussions
- Do not engage with other chat forums with other students during a lesson.

The role of the parents:

- Encourage and support their child's learning including providing a suitable environment at home for a video conference/lesson when required
- Not participate in video conferences. If their child requires additional support, they will contact the teacher outside of video conference/lesson.