



Remote Learning Program Video conferencing and Forum Protocols

VIDEO CONFERENCING PROTOCOLS

Where: In alignment with Child Safe Standards students and staff shall always connect to a video conference from a communal space like a dining area, kitchen or lounge room. You are not to connect to a video conference from your bedroom or behind a closed door. Attempt to have the space well lit with a simple and neutral background.

Dress: Dress for a video conference like you would for school on a casual clothes day. Wearing your school uniform is encouraged. No pyjamas please.

Once in the conference has begun:

Students: Mute your microphone, have your headphones ready to use and wait for teacher instructions.

Teachers: Begin recording immediately. Instruct students when to turn on their microphone.

Normal school expectations to be upheld by the students, staff and parents.

All video conferences are recorded and saved by the teacher who created the conference.

Video conferencing and Forum rules

- **Be professional** – This is not a social media platform. No abbreviations. No Profanity.
- **Be supportive** – This space should be a positive and safe place for anyone to comment
- **Be a fan** – participate, think and have an opinion