Guidelines for Teachers using Video Conferencing with Students

Video conferencing (VC) allows meetings without the time, cost and organisation involved with travel. The interactive voice and images can provide an effective way of establishing or maintaining relationships without the need for extensive face-to-face meetings.

Video conferencing is a beneficial tool for learning allowing:

- Collaboration and connection of teachers across schools
- Connection of students with other students and their teachers
- Participation of students who cannot get to school due to hospitalisation
- Record teacher lessons for playback later
- Students review of recorded sessions after the fact
- Access to experts for students in the classroom.
- Connection with other schools to collaborate across borders.

CEDB preferred VC system

Zoom is the preferred VC tool as it is a CEDB enterprise system tool.

The creation of Zoom VC links are only available to teacher accounts in CEDB. The link to the meeting is then sent to Students. Students can only access a Zoom VC if provided the link by staff.

The Zoom meeting organiser (Teacher) has the ability to turn off video individually and mute participants (all at once) when required under the Manage Participants menu. Teachers should, however, be aware that students can re-enable video at any time. It is important therefore that Teachers are monitoring the audience.

General guidelines

- When using Zoom for a class, teachers may wish to record the session to allow students to watch at a later date for review and include students who might not be able to attend synchronously. Please be mindful of the privacy of attendees. Before recording a session which may include students/families in their home, principal and parent permission is required. Principals may wish to advise families of the possibility of recording beforehand.
- Staff can consider disabling student video and only allowing audio when managing student participation. This may be necessary if bandwidth is an issue. It is suggested that video is used at the beginning for greetings and then the camera is turned off if needed.

- Attendees should be verified - staff are expected to monitor participants to ensure it is only their students who have joined.
- Schools should send communication to parents regarding the use of video conferencing and safeguarding guidelines for how students should use VC (Esafety Commissioner resources for online safety awareness).
- Staff should refer to CEDB Staff Acceptable Use of ICT Policy.
- Staff and Students should be mindful of professional conduct and attire consistent with a face to face classroom setting.
- Staff should refer to Professional Conduct in the Protection of Children and Young People and Child Protection Procedures.
- Students should refer to Student Acceptable Use of Technology Policy.

Best practice in Zoom settings

- Zoom setting defaults have been configured for staff in line with CEDB recommendations. Staff are generally able to override settings if needed. Most staff will not need to modify meeting settings. Please be mindful of any settings you have chosen to override and the implications.
- All Zoom meetings with students should be scheduled via Google Calendar for visibility.
- Zoom should not be used between a single Teacher and Student. Zoom VC should not have less than 3 people in the meeting (this could be a fellow teacher or another student as well as the host).
- Private chat is turned off - so all chat can be seen by Teachers and all participants.
- Participants' video turned off by the teacher - can only be done one by one.
- Turn remote control off.
- Prior to use with distance education
  - 1. View the Zoom Meetings Training clip
  - 2. Print or bookmark the Zoom Meetings Training Guide for future reference.
  - 3. Check out the other training short clips on the Zoom Support Site
- A Video Conference Etiquette Handout follows.

Other best practices for situations are below:

Possible scenario	Recommendation for best practice
A student cannot make class. (on site at a CEDB location)	Create a Zoom - they can attend live or watch a recording. The Zoom is not automatically recorded. Teachers need to press the record function manually or via the settings when creating the meeting. . The link to the recording can be shared with students during this time - it is sent to the organiser via email. Schools could also combine Zoom with a Swivl so that each speaker is tracked to record. The Swivl robot rotates to follow the teacher automatically. It connects to multiple Markers for recording audio throughout the room and

	uses the tethered iPad (or mobile device) for recording video.
A student is learning remotely from home (off site and can not attend a CEDB location)	Students should ensure that their location for the Zoom VC is in a public space of their environment. Communicate with parents at the beginning of learning remotely to advise use of VC and the possibility of the VC being recorded. Parents are to notify Principals if they do not wish their child to participate. No 1:1 interaction - Email and or telephone should be used in this situation. Adherence to all CEDB procedures remain the same. Zoom VC should always contain a minimum of three people (including the host).
Student in hospital or chronically ill at home would like to connect with class to catch up on learning	Teacher provides a zoom link to the student in the hospital. Agreement from the student's guardian is required and a responsible adult will need to be present. Agreement from the hospital should be gained.
Students are part of an online course via their educational authority other than CEDB.	The course teacher provides links to students who could be accessing from school or home. Reminder in course about acceptable use of ICT and social media for use of VC in this course.
School leadership is aware of a Zoom lesson scheduled but unsure how to observe or support the session	CEDB Educators share Google Calendar visibility with school leadership team members. This will allow leaders to know when and where (online) these sessions will be taking place. Educators schedule Zoom meetings via Google Calendar.

Video Conference Etiquette

Test equipment and settings:

- Get comfortable with your equipment, this means you will not be worrying about the technology.
- Dial in a few minutes prior to the call, if you have a quality connection just stay on the line.
- Start with simple activities for your class.
- Work your way up to more interactive strategies.
- Once the equipment is set do not change settings during the call.

Your first Video Conference:

- Check that the system and all its components are turned on and working.
- Have a mobile phone on hand or your email open so you know if anyone is having trouble connecting (this might be a case of you calling expected participants to ensure they are not having trouble, rather than the students having your number -1831 masks your phone number)
- Load all applications and presentations ahead of time.
- Bookmark any websites you might be using as part of your presentation.
- Have a few practice runs with someone before 'going live'.
- Keep your instructions to students clear and simple.
- Check volume levels and camera angles.
- Start with simple activities for your class.
- Shut down any unnecessary applications on your laptop.
- VC is not for 'lecturing' - this would be best done with a ScreenCast.
- If participants are not familiar to you, have a list of names next to your device so you can call on participants by name.

Starting a Video Conference:

- Have a designated meeting chairperson - in Teacher/Student scenarios, the Teacher assumes the Chairperson role unless otherwise designated.
- Have each site and each participant introduce themselves - including those off camera (for those not familiar with each other).
- Monitor attendees to ensure that all are appropriate. While the links have passwords to protect random strangers, if the link is shared with password, outside attendees can join. Be aware of how to
- Have each site adjust lighting, sound and picture quality before proceeding any further.
- Set the norms for the VC with students.
- Connect on time.
- Mute Microphones unless asked to speak.
- Review the tools - hands up etc. Explain that each individual site should mute their microphone when they are not participating.
- Clarify VC objectives.
- Advise if participants if the session is being recorded.

The Environment:

- Check your self view camera so you know what you and your environment look like.
- Check that the microphone works, and if wearing earphones, that sound is adjusted.
- Close curtains or blinds - especially if direct sunlight is streaming in.
- Turn on all interior lights in the room.
- Eliminate clutter from the table and background - this can be distracting.
- Assume at all times that the microphone and camera are on.

Eye to Eye Contact:

- Ensure that your camera is positioned so your eye level is two thirds up the screen.
- Ensure that your camera is close to eye level.
- People need to look at the camera and not the person on the screen.
- Eye contact is an important social connection.

Using People's Names:

- Use people's names in the same way you would in a face to face meeting.
- When you talk in a multipoint conference get into the habit of saying " this is John from St Mark's........."
- Always allow a person to finish talking before talking.
- Allow some time to accommodate any lag in audio or visual communication.

Moving:

- During the video conference slow and controlled movements are necessary.
- The equipment compresses the image, so any quick movements will appear jerky at the other end.

Clothing:

- Make sure that you check your clothing and appearance before the video conference.
- Remember you are on camera, be aware of how other people will view you.
- Do not wear stripes or busy patterns as these patterns tend to vibrate on screen, are distracting and hard to view from the far end.
- Do not wear large areas of white - white glows on the screen, is distracting and hard to view from the far end.
- Try to wear solid colours - this will allow the attention to be on your content.

Adjusting your Camera:

- Adjust your camera so off-site participants can see all the participants on your end.
- Ensure all participants at the other site are visible.
- Fill the screen with people, rather than tables, chairs and wall space.
- Do not zoom the camera in too close.
- Return to show meeting participants after you have shown slides, documents, or other materials.

Muting of Microphones:

- Adjust the volume on the monitor to an appropriate level.
- Mute your microphone if a phone rings or someone walks into the room.
- To limit background noise during a multipoint call, mute your microphone when you are not speaking.
- Ensure your microphone does not pick up unwanted sounds.
- Do not rustle paper, tap your pen or make other distracting noises if your microphone is open.
- Limit side conversations, including whispering.
- Mute your microphone before repositioning it.
- Do not place a laptop right next to your microphone - use earphones with a mic if available - that will cut down background noise.
- Side conversations without muting your microphone are considered very poor form.

Talking out of turn:

- The Multi-point Bridge is responsible for the video switching in a voice-activated multi-point. It switches automatically among the conference sites depending on who is speaking.
- Your voice will activate the Multi-point Bridge, which will change the picture from the last person who spoke to the person currently speaking.
- If necessary the Teacher may direct who will speak and when.
- Allow other participants to finish talking before commenting.
- Sometimes there is a small audio delay - you may need to pause briefly before answering.

Paying Attention :

- A video conference is just like a face to face meeting.
- Monitor the participants list to ensure there are no rogue attendees.
- Remember your body language - it communicates too.
- Multi-tasking whilst conferencing is considered poor form - especially if the tapping of computer keys is audible.
- Eating food whilst conferencing is also considered poor form.

Handouts and Materials:

- It is recommended that handouts and supplementary materials be available to other participants prior to the video conference - distribute these via Google Classroom or Email. Use a google doc and place the link in the chat function if immediate access is needed.
- Have your students prepare a number of questions for the video conference based on their research.
- Prepare any computer presentation material in landscape mode as it makes it easier to present on the 3:4 ratio screen.

Sharing Presentations, Prayer and Documents:

- The video conference system prioritises digital feeds. The Audio feed has the highest priority, then the video and finally the presentation feed. This means for multipoint conferences that if the feed is compromised in any way the first thing to drop out will be presentation feed. To counteract this concern it is suggested that any shared presentations, like a Prayer, SlideShow or a Video, is shared via Google Drive with each of the participants. This will ensure an uninterrupted flow to your video conference.
- Be mindful of sharing your screen and considering what participants will see as a result. This could be other things visible on screen which you may not wish to show attendees, or the size of the resulting window if sharing the entire screen.
- When sharing your screen and there is an audio component, ensure to 'Share sound' when sharing otherwise the participant will not hear the sound.

VIDEO CONFERENCING
Etiquette

BE ON TIME
Be on time and prepared with your device charged. Close all materials and tabs of other classes. Make sure all tech works 5-10 minutes before the meeting.

MUTE YOURSELF
Mute yourself right away to eliminate background noise.

PRESENTATION
Consider your surroundings and attire. Find a good spot in the house with few distractions and make sure you're wearing something appropriate for school.

HEADPHONES
Use headphones if you have them! If your headphones or earbuds have a microphone, even better!

CHAT RESPONSIBLY
Use the chat function responsibly. Only type when needed so the teacher can respond to questions promptly.

SIGNALS
Use hand signals:
thumbs up = yes / thumbs down = no
hand by ear = can't hear
raise hand = have a comment

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