

Video Conferencing: Community Protocols MPRPS&K

MPRPS uses Google Meet and Zoom to deliver and clarify lessons, assess student progress, maintain personal connections and monitor student wellbeing. Just as we have expectations for teachers, students and families when onsite, we also have expectations for how we conduct ourselves online. Please read and follow these guidelines.

Guidelines for Video Conferencing

MPRPS staff members will use video conferencing platforms with students under the following conditions:

1. Parent Supervision.

- a). Students may have to sign in to video conferencing software using an email address. If this occurs, parents should sign in on behalf of students. Students should not create email addresses of their own.
- b). Students are not to participate in video conferences without parent supervision.
- c). By joining one of these meetings set by MPRPS staff, you give permission for your child to use Google Meet/ Zoom with your supervision.

2. The Virtual Classroom: Professionalism and classroom expectations apply as normal.

- a). All video conference participants will act and speak respectfully at all times.
- b). All video conference participants will dress appropriately (i.e. no inappropriate clothing).
- c). All participants will engage in video conferencing from appropriate teaching & learning environments (i.e. not in bed).
- d). All video conference participants will refrain from eating or drinking whilst in a video conference.
- e). Parents will refrain from speaking or assisting their children in video conferences unless asked to do so by a teacher.

3. Naming and Chat Functions

- a). Parents should ensure that their children do not give themselves 'nicknames' other than their first name and initial of their family name.
- b). Teachers will admit students through the 'waiting room' once they have used a known email login or have recorded their name using their first name and last initial (eg. Erin B).
- c). Participants should not use the chat function unless asked to do so by the teacher. Any inappropriate use of the chat function will result in the participant being removed from the meeting.

4. Privacy and Participant Management

- a). Meeting links will be private and accessible via Seesaw or Google Classroom (both are password protected).
- b). Students and parents will never share the private online meeting link with anyone.
- c). Participants can only enter a meeting when admitted by the teacher through the 'waiting room'.
- d). Teachers can use 'participant management' to mute or remove participants from meetings if necessary (i.e. for breaching protocols).
- e). Meetings cannot be recorded by participants.
- f). Meetings may be recorded by the teacher for assessment or teacher training purposes. Teachers will notify participants/ families when this is to occur. You have the right to opt out at any time by declining to be filmed, leaving the video conference or by turning the camera off. Recordings will never be published and may only be shared with other MPRPS staff for the purpose of assessing students or for professional learning.