NORTON CANES HIGH SCHOOL

REMOTE LEARNING

Video Conferencing Protocols for Staff & Students

Introduction

Teachers will use two main different ways to teach students in a remote setting:

- where students and teachers are "live", active participants in an environment where they receive immediate feedback, such as with video conferencing
- where students respond to their teachers' directions but without real-time, "live" interaction. For example, the teacher sets a task in MS Teams or Show My Homework (SMHW) and students work on the task independently, in their own time and at their own pace.

'Live' teaching includes Video Conferencing. This way of teaching will help teachers and students communicate in an organised and purposeful way during remote learning.

For Video Conferencing to be effective, there are certain expectations that students must follow. Students should read the following expectations carefully.

Students that do not have access to the internet must let their teachers know, so that teachers can arrange hard copies of work for students.

Process

Your teachers will follow these guidelines when setting up a video conference:

- Teachers will calendar a video conference with the whole class only at the time allotted on the Rainbow timetable. This will prevent clashes between staff and student attendance at video conference meetings.
- Teachers will give students classes at least 48 hours' notice before a class video conference is scheduled.
- If a teacher and student need to have an individual video conference for learning purpose, teachers will allocate a time for a video conference with an individual student(s) at a time mutually convenient for both/all participants. This will be recorded for the purposes of safeguarding.
- Teachers will ensure that any video conference between teachers and students that is recorded is stored in the appropriate school/team file shares.
- Everyone will ensure that the video conference is taken in an appropriate location and that staff and students are appropriately dressed.
- Staff will disable student audio when managing student participation and when necessary.

Before you get started with video conferencing using Teams:

- Make sure that the room you are going to film in is clear of things that might embarrass you. Specifically, look at your walls and try to pick one that has a plain background that people will not take offence at or find humour in.
- Try before you go live! Use the 'Meet now' button under the video camera at the bottom of the chat page – this shows the live feed before the call. This way you can see what others see before you go 'live' and you can make alterations to make the image look better.
- Tell others in your house what you are doing. Your parents/carers can help you by keeping your surroundings quiet enough for you to engage with your learning. If your parents know and understand what it is you are trying to achieve, then they will help make sure that it all goes smoothly.
- Sit still and quietly for a moment and listen to the sounds around you. If you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening in your surrounding environment.
- Consider using headphones if you have a set so that you can hear clearly.
- Remember that you are going to be in an educational environment! Dress and act appropriately. The same expectations of showing RESPECT, RESPONSIBILITY, POSITIVITY, PUNCTUALITY at school apply in a virtual environment.
- Get familiar with the tools. Read the Technology Guides that have been sent to you.

When you are in a video conference:

- Make sure you are on time for your video conference.
- Start with your camera off and microphone muted and wait to be invited by the teacher.
- Have your video and audio turned off until invited to switch on by the teacher.
- Make sure you mute any audio on your device and then unmute when you need to talk to the teacher. This is because background noise and competing voices can be a problem in large groups.
- Understand that the rules used at school also apply in a virtual classroom. Poor or unacceptable behaviour will carry consequences.
- Use the "Chat" feature to ask questions of your teacher. This way your teacher can answer you directly and communicate the response to the whole group.
- Participate as fully as possible in the learning activities.
- You may not, at any time, record or take photos of your teacher of other participants during the video conference.
- Students must comply with the school's ICT User Agreement and social media student guidelines.

After the video conference:
- Make sure you use the 'Leave Meeting' menu to exit the meeting when it is finished.
- Follow up the learning activities and complete all assigned tasks that your teacher has given you to do as part of your classwork.