

Avalon Public School Zoom Guidelines

Attendance in Zoom meetings, whilst encouraged, is optional for Avalon families. Protocols for using Zoom have been written in the interest of privacy, safety and well-structured online learning environments. The protocols, explained below, outline the responsibilities for you, our students and teachers when using Zoom. The protocols align with our current technology agreement. By having your child log into a Zoom meeting, you and your child acknowledge these protocols and agree to participate in video conferencing adhering to these guidelines.

Protocols for using Zoom

Zoom sessions delivered by teachers ***cannot be recorded or reproduced in any way.***

Parents:

- Support students to access Zoom meetings.
- Support students to be in a quiet space and have a distraction free background behind them or blur their Zoom background.
- Support students to check their computer camera and speakers in advance of the meeting.
- Understand the student protocols below and support your child/ren with these.
- Remember this is a time for the children to engage with their teacher. If you have a question about the learning, please speak with the class teacher via your child's online learning platform or email the school. Please note, teachers may not be able to respond straight away as they may be teaching.

Students:

- Ensure you are showing the school code - Respect, Responsibility and Personal Best.
- Be ready to access the Zoom meeting on time.
- Check your computer camera and speakers in advance of the meeting.
- Make sure you have a distraction free background or blur your Zoom background.
- When you're using your name in Zoom, only use your first name and initial of your surname – no nicknames.
- Do not invite anyone else into your class's Zoom meeting.
- Ensure you are wearing appropriate clothing when participating in a Zoom meeting.
- Come prepared and ready to learn.
- Keep your camera on so you, your teachers and peers can better engage.
- When using the chat function, do so sensibly, as you would when speaking to your teacher at school.

Teachers:

- Provide students with a Zoom meeting time, link and password well in advance.
- Only conduct whole class or small group meetings. One-on-one Zoom teacher meetings will not be held.
- Remove and/or mute participants as deemed necessary.
- Teachers should utilise the waiting room function. Never allow students into or be left in a Zoom room without their supervision.
- Take note of who is there and check in with any students who might not have been able to access the Zoom.
- Follow and employ the school's discipline policy for inappropriate behaviour



ZOOM GUIDELINES

BE ON TIME

Be ready to access the Zoom meeting on time. Ask your mum or dad to log you into a session a few minutes early.



FIND A QUIET SPOT

& BE PREPARED

To avoid distractions, find a quiet spot in your house. Have your school items ready for you to learn.



FOLLOW THE SCHOOL CODE

Act as you would in class at school. Ensure you are following the school code- Respect, Responsibility and Personal Best.



KNOW WHEN TO MUTE

Turn on mute until it is your time to speak.



CAMERA ON & BACKGROUND NORMAL

Keep your camera on and don't use fun backgrounds as it can be a distraction and make you difficult to be seen.

BE PRESENTABLE

Take a few moments to make yourself presentable. Brush your teeth and hair. Change out of your pyjamas.

