



21 July 2021

USING ZOOM

Dear Parents and Carers,

Thank you for all of your support of our school in these challenging times. We appreciate your efforts to follow the NSW Health and DoE guidelines and keep your children at home wherever possible to minimise mobility in the community and to stop the spread of the virus.

Beginning next week (Week 3), teachers will be connecting with students via video conferencing. After careful consideration of all video conference platforms, we have elected to use **Zoom**. It has proven to be much easier to operate for both students and teachers and is a platform that most parents would be familiar with.

As we embark on this new journey, we can expect some technical difficulties and challenges along the way. We ask that you have patience with the process and also understand that our teachers are very much outside their comfort zone, presenting on camera rather than in class for the first time.

Several of our teachers have young children of their own and will be trying to manage a Zoom session with a toddler, potentially seeking parental attention in the middle of the session, or creating a disturbance in the background. Many teachers are also home schooling their own children and teaching their class at the same time. We are sure many of you are in the same situation, juggling home schooling with your own children and trying to manage your own work commitments, and will be understanding if the Zoom session sometimes does not always go to plan.

Security & Safety

The Department of Education (DoE) and Avalon Public School have taken a number of steps to ensure Zoom meetings conducted with students are as safe and secure as possible:

- The Department of Education has engaged in an enterprise licence, so more comprehensive security measures can be implemented than in the free version. This includes certain features and settings being locked by the DoE so they meet the DoE's Guidelines for using Video Conferencing
- Meetings are private and require a meeting ID and password - Settings are locked so students enter the 'Waiting Room' when they log in and are only permitted access to the Zoom meeting by the host (classroom teacher)
- Host (classroom teacher) has control over muting participants and removing participants who breach the DoE and/or school guidelines
- Only students who agree to and follow the guidelines set out by the school and DoE will be permitted to participate in Zoom meetings with the class/school



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.



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.

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



Frequently Asked Questions About Zoom Sessions

Q1. Will my teacher be conducting the Zoom session?

Most of the time your class teacher will be conducting the Zoom session. Please note, your child’s class Zoom session may not always be conducted by their classroom teacher as their teacher may be unwell. Additionally, sometimes you will engage in a Zoom session with the Librarian, Music teacher or PE teacher.

Q2. Why can't I log on to the Zoom session?

Your child must log in through the Department of Education student portal. The link for Zoom will be posted in Google Classroom and on Seesaw. Zooming through school will not work with personal or family Zoom accounts. Please see the **How To Zoom Guide** if you need further assistance (attached to this email and on the school website).

Q3. Is there an allocated time for each grade’s Zoom session?

Yes. To make it easier for everyone, we have allocated a set time each day for each grade. As younger students (at school) take a longer time to log-in, we have elected to start the Zoom day with an upper primary class who are able to be independently ready for a 9.30am start.

Zoom sessions will be conducted in a **30 min window**. In Week 3, these sessions will be on Monday, Wednesday, and Friday. From Week 4, we anticipate moving to daily Zoom sessions.

The timetable for **Week 3** is below:

Week 3

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.30am	Year 5		Year 5		Year 5
10.00am	Kindergarten		Kindergarten		Kindergarten
	Year 6		Year 6		Year 6
10.30am	Year 1		Year 1		Year 1
11.00am	Year 2		Year 2		Year 2
12.00pm	Year 3		Year 3		Year 3
12.30pm	Year 4		Year 4		Year 4



Week 4 onwards

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.30am	Year 5				
10.00am	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten
	Year 6				
10.30am	Year 1				
11.00am	Year 2				
12.00pm	Year 3				
12.30pm	Year 4				

Q4. What should I do if I can't assist my child to log on to Zoom at the allocated time?

Zoom sessions are optional, not mandatory. Unfortunately, due to the fact that we need to cater for all grades, spread the sessions out across the days and cater to teachers' other responsibilities, the session times are not flexible.

We are also unable to record any Zoom sessions based on DoE policy.

Q5. Can my family borrow a device to access Zoom?

Yes, by clicking the link below. The "Final opportunity to borrow a school device survey" closes at 5pm this Sunday 1 August

<https://forms.gle/b8j93bfmQRN42SQj8>

Q6. I don't know how to access Zoom. What should I do?

Please see the *How To Zoom Guide* to find out how to access Zoom (attached to this email and on the school website).

Kind regards,

Andy Rankin
 Principal