Guidelines for the use of Video Conferencing

Schools have access to a number of online tools that support a range of collaborative learning opportunities, one of these being online chat rooms and the use of Webex and Zoom. Teachers need to approach these new learning technologies in a safe, productive and educative way and ensure they are well informed to safeguard students and themselves in the online world.

Guidelines for Teachers and Support Staff

In managing chat rooms and video conferencing to support student learning, teachers and support staff should:
- Be familiar with their school protocols and codes of conduct for internet use;
- Be familiar with their Student Acceptable Use Agreement signed by students;
- Provide comprehensive details to parents of the learning project including the educative purpose, details of the online space to be used and the names of staff that will oversee and moderate student use. (Communications to parents should also be approved within normal school procedures).

In facilitating the use of the chat room and video conferencing tools, teaching staff should:

- Educate students about online privacy as relevant to project or use of chat room or video conferencing tool;

- Utilise chat rooms where only assigned members of the project have access; ·

- Remind students of their obligations for appropriate use of the tool, as related to the Acceptable Use Agreement which each student has agreed to;
- Ensure every chat session is moderated so that any misuse can be addressed; and
- Ensure that these sessions are conducted according to school protocols.