



# Chisholm Catholic Primary School

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## Chisholm Student Connector Video Conferencing Protocols 2021

20 July 2021

Dear Parents/Carers,

To support our Chisholm students during remote learning, each grade will be hosting an optional short Video Conference with their students once a week using Zoom. This opportunity will allow Chisholm students to connect with their teachers and other students in real time and to assist with those feeling disconnected or isolated from our school community. Please see your child/ren's grade Zoom session day and time below. Prior to your child's video conference session, please explain the protocols and expectations listed so that everyone is prepared for the sessions.

### **Before you get started with video conferencing**

- Choose a room that has a plain background with minimal noise - common areas are preferable
- Inform others in your house that a video conference is happening so support can be given if help is needed
- Please dress and act appropriately, as the same expectations at school apply in the virtual environment
- Discuss and explain the protocols around video conferencing, what should and should not be said, shared or shown

### **When you are video conferencing**










- Be safe, honest and respectful at all times
- Be on time to your meeting
- Start with your camera off and your microphone muted, a teacher will invite you to turn on your video (if you wish to) or unmute
- Students should comply with CEDP Responsible use of ICT and social media student guidelines in place at Chisholm
- Understand that the rules used at school also apply in a virtual environment
- Get familiar with the tools...video on/off, mute/unmute, hands up
- Respectfully participate in the conversation, wait your turn, don't talk over others and stay on topic

These video conferencing sessions are an opportunity for your child/ren to touch base with their teachers and class members on a weekly basis and are **optional**. They will not be used as a time to teach or discuss work. If you have any questions regarding your child/ren's work, please contact their teacher(s) directly via email.

We respect your right to privacy and understand if you do not wish to participate in these sessions or would prefer to have your camera off during the Zoom. It is recommended that you check the surroundings of the room you will be using to ensure it is appropriate for video conferencing.

**Video conferencing links will be emailed to your child/ren's school email address by Wednesday afternoons.** Please ensure your child/ren maintain their school email address when they are signed into Zoom so that they are recognisable and the teachers know who they are. The timetable for each grade Video Conference is below.

Time	Thursdays	Fridays
9:30 - 9:50	Year 6	Year K
10:15 - 10:35	Year 5	Year 2
12:15 - 12:35	Year 4	
2:00 - 2:20	Year 3	Year 1

 <p>Raise your hand when you want to speak.</p>	 <p>Wear your headphones.</p>	 <p>Wear neat and tidy clothes.</p>
 <p>Mute your microphone when you're not talking.</p>	 <p>Be on time.</p>	 <p>Zoom from your living room or kitchen.</p>
 <p>Stay until the teacher tells you its time to leave.</p>	 <p>Make sure you are sitting. No walking around.</p>	 <p>Be respectful.</p>

Our dedicated Chisholm staff will continue to do what is necessary to support our students with their learning and wellbeing in these challenging times. As always the safety and wellbeing of our students, staff, parents and carers is our priority. Thank you for your cooperation, trust and support.

Take Care and Good Health

*Michael*

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