

St. Mary's NS Rules for Video Conference Calls

Video Conference Call Information for Parents/Guardians

- Our school uses Google Meet and Zoom for video conference calls. Parents must sign a permission slip to allow their child to join meetings. Class teachers will inform parents about when meetings will take place.
- On-line meetings will involve groups of pupils/whole classes.
- Our Code of Behaviour, Anti-Bullying Policy, Acceptable Use Policy and other school rules apply during calls. In case of misbehaviour the teacher will remove any pupils from the call immediately
- Choose a workspace that is suitable for the on-line classroom with nothing private on view in the background. Children should remain sitting in this workspace (as opposed to moving around) for the duration of the call.
- Everyone will be muted (the little microphone picture on your screen will have a line through it) at the start of the meeting and must stay muted until the teacher gives a child a turn to speak and asks them to unmute (click on the little microphone and this will remove the line crossing it out). This is to reduce background noise
- Leave your camera on for the duration of the meeting.
- For Zoom meetings Invitations to meetings will be sent to parents' e-mail addresses. Only the teacher may share this link. For Google Meets the link is found in google classroom which is a unique link for your child's class.
- **The meeting must not be recorded in any way.**
- Live on-line communication is to facilitate contact with the pupils only. Parents/Guardians can email teachers with any queries they may have
- Please discuss these rules with your child.

Rules for Pupils While Participating in Video Calls

- School rules apply in the on-line classroom. Usual standards of behaviour are expected.
- Be on time for the meeting - make sure your device is active and fully ready at least five minutes before the scheduled time
- Choose a workspace that is suitable for the on-line classroom with nothing private on view in the background
- Dress appropriately e.g. no pyjamas
- Teacher will explain how to "put your hand up" to look to talk
- Mute your 'mic' when you are not talking and only turn it on if you are called on to speak. Don't forget to mute again once finished.
- Keep focused on the class. Don't be distracted by other things around you.
- No photos and no recording - Do not take screenshots or photos of others on-line
- Food/Drink - Don't eat or drink during the on-line meeting
- Stay in 'class' - Don't leave the meeting without your teacher's or parent's permission.

For one-one meetings between staff and pupils

1. Meetings must be arranged by the staff member and parents, not by the pupil and staff member
2. A parent or guardian must be present and visible for the duration of the meeting

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3. If a parent has a complaint or would like to discuss something with the staff member this should be done not in the presence of the child, and preferably before the meeting involving the child.