



Learning through Video Conferencing

Guidelines for Senior School students

Video Conferencing

Video conferencing is a web-based video and audio tool that enables people located in different places to meet by seeing and hearing each other on their computer screen. Microsoft Teams and Zoom are two such video conferencing systems that your teachers will use to conduct online lessons that support your learning from home.

A video conferencing lesson is similar to a classroom lesson in that the same school expectations for behaviour apply. Committing to the video conferencing rules below will help you to participate in timetabled online lessons in a safe and proactive way.

My video conferencing commitment...

1 Be on time	I will: <ul style="list-style-type: none">• Check my timetable on Tuesday morning so I know in which subjects I will be video conferencing.• Open SEQTA and check for meeting invitations provided by my mentor and subject teachers, located in my Week 2 GAP and course programs.• Request to join my timetabled lesson 5 minutes before it is scheduled to start.• Not share lesson links with anyone.
2 Dress for success	I will: <ul style="list-style-type: none">• Dress in a manner that reflects Guildford Grammar School standards and that is appropriate for learning.• Wear appropriate clothing. You are not expected to wear your school uniform for online lessons but your sports uniform or similar would be appropriate.
3 Location, location, location	I will: <ul style="list-style-type: none">• Select a public location in my home where I can sit or stand at a table or desk.• Allocate workspace for my course resources including student diary and the text books I may use during lessons.• Remember that everything in my camera's frame is visible to the teacher and other students (I will select a background that won't become a source of distraction).
4 Be professional and respectful	I will: <ul style="list-style-type: none">• Use my own name as my video conferencing identification.• Address my teacher and peers respectfully using their names (no nicknames or other informal references).• Choose language and gestures that I know are appropriate for a school lesson.• Mute my microphone unless I have a question or my teacher asks me to turn it on.• Take part in lessons by contributing my thoughts and ideas and allowing others to do the same.• Listen carefully to my teacher and the contributions of my peers.• Refrain from eating or chewing gum during online lessons.• Promptly exit the online lesson when I have been dismissed by my teacher (my teacher will be the first one to enter and the last one to leave the online classroom).
5 Questions and answers	I will: <ul style="list-style-type: none">• Ask questions relevant to the lesson and my learning in the course.• Not take part in side conversations (either online or via other apps or with people nearby).• Email any new queries I have after my online lesson to my teacher from my student email account.• Complete all set tasks to the best of my ability.

