

Student Code of Conduct for communicating online with teachers



To support your learning at home, teachers will be using video conferencing platforms such as WebEx, as well as communicating extensively you through Compass and via email. The following document outlines some guidelines and expectations for students when communicating with teachers and classes online.

How and when to access WebEx for students

- Our teachers will be using WebEx to conduct face to face lesson with students. WebEx is a free download for students and teachers will post the link to their meetings which enables students to join the meeting by clicking the link.
- Video conferencing with whole classes will only take place during timetabled lessons. Your teachers will include the link to their WebEX session in the lesson plan conference link prior to your lesson, which follows your normal timetable.
- If there is a need for small group WebEX sessions, these too will only occur during normal school hours.

Specific guidelines for video conferencing:

You need to be mindful that although you are learning from home, when you are engaging in a video conference lesson, it becomes an extension of the classroom. This means you need to behave appropriately, similar to what you would when you are at school. Some specific things to be mindful of include:

- **Mute your microphone** when you join a WebEx sessions
- **Please have your camera on** so that our teachers can engaged with you
- **Raise your hand** to ask questions or use the chat function. Your teacher will ask you to unmute your microphone. Once you have spoken, you will need to mute it again.
- **You should be dressed in casual clothes** and not in your pyjamas
- If possible, you should be working in a quiet spot in your home with no distractions, preferably with a plain background. Using earphones is highly recommended so as to reduce any background noise
- Please **do not eat** in your classes – save your snacks for later
- Your WebEx name should accurately reflect your correct name (i.e. Mia S or Mia Simcock) not a nickname or something unrelated to your name.

Your behaviour expectations are similar to what is normally expected in your classroom. This includes using respectful language and participating actively in lessons. If any student in your class video conference is not engaging in an acceptable manner, the teacher will provide a verbal warning to that student. If the behaviour continues, they may be expelled from the session and could face disciplinary actions.

Any inappropriate behaviour by a student will be reported to their House Leadership Team and logged on Compass Chronicle. The student and their parents will be contacted by the House Leadership Team and a parent meeting will be arranged.

1-1 WebEx sessions for students

Child safe standards discourage teachers from working 1-1 with students in enclosed spaces without the provision for observation from others. There may however be a need for students to get 1-1 feedback from teachers or staff – an example of where this may be necessary could be to get specialised help or feedback about assessments or coursework that can't be resolved by email.

If a 1-1 WebEx session is required, the following recommendations are made:

- Students and staff could ensure 1-1 WebEx sessions are undertaken in a central space within the family home and in the presence of others
- If this is not possible another student could be invited to join the meeting by the student
- If this is not possible another teacher could be invited to join the meeting
- It is only recommended that 1-1 WebEx sessions be made available on request to senior students (yr 11 and 12) only
- *Year 10 students will be invited to a 1-1 course counselling session with our Careers Team as part of course counselling*

Teachers recording WebEx sessions

Teachers can record WebEx sessions for the purpose of later sharing the video for students to access if they were not able to attend the session at the time of the class. Teachers should inform students if the session is to be recorded. When the session is recorded, the video will only record the face of the presenter and the presenter's screen if they are sharing their screen. It will **not** record the faces of the students. Students should be made aware that the session is being recorded and that any audio as part of the meeting will be part of the recording.

WebEx sessions that have been recorded can be made accessible to students by posting them on Compass under resources. Students should be advised that these recordings are made for their sole use, and should not be distributed beyond the class.

Specific guidelines for correspondence for with teachers using Compass:

- Students should use the email function in Compass to contact teachers. Students are welcome to send email to their teachers at any time, but should remember that their teachers will respond during normal school hours.
- Students are strongly encouraged to request help, but should try to be specific when writing emails so that teachers can respond helpfully.

Emails that say "I'm stuck" aren't that helpful as the teacher will not know how to respond in this case.

Please specific about which question that you are stuck on, what part of the question you are stuck on and what you may have done so far to help the teacher help you.

All of our teachers are working incredibly hard to provide engaging lessons that will give you an opportunity to challenge yourself, learn deeply and demonstrate what you have learnt. Video conferencing as a learning tool is new to many of us, staff and students alike. We ask that all members of our learning community use this wonderful resource appropriately as we understand it is the best way to provide connection and will ensure our students continue to learn effectively during Term 2.