

Zoom (Video Conferencing) Guidelines and Behaviour Protocols for Parents & Students

What is Zoom?

Zoom is a 'live' video conferencing cloud service that allows others to virtually meet with video, audio only or both. Zoom can be used with your web browser or within a cloud based app on a tablet or smartphone device.

How secure is Zoom for online learning?

The [NSW Department of Education\(DoE\) has developed guidelines](#) to support schools using live video during remote learning with students and has engaged in an Enterprise Licence with Zoom. The enterprise license applies more comprehensive security measures than the free version of Zoom. This includes certain feature settings being locked by the DoE so that the Zoom application can meet the Guidelines for using video conferencing in the school environment. The [DOE has integrated the Zoom application](#) within the student and staff portal for students and teachers to use Zoom for online learning. Parents and guardians can learn more about [Zoom's privacy statement](#) for schools on their website.

Only when parents and students agree to the DoE and school guidelines will students be permitted to participate in Zoom meetings with a class or school.

How is Zoom being used by Earlwood Public School?

At Earlwood Public School, Zoom enables teachers to easily facilitate a virtual classroom meeting with their students for learning and student wellbeing. Only whole class or group sessions are allowed. Teachers will not conduct 1:1 video, audio or chat sessions with a student. If there is a need for a private discussion with one student, the teacher will ensure parents/carers and another member of staff is present. Teachers and students have the opportunity to ask questions about learning, provide feedback, students can socialise with their peers under teacher supervision and support student engagement and wellbeing. The classroom teachers always host a meeting and will share an invitation to join the classroom virtual meeting at a specific time with a link and password or with an ID number and password via the Google Classroom stream(Year 2 -6) or SeeSaw app(K-1).

MEETING INVITATIONS, LINK, ID or PASSWORD SHOULD NEVER BE SHARED WITH ANYONE OUTSIDE OF THE GOOGLE CLASSROOM OR SEESAW CLASSROOM.

Please note that the camera can only be turned on by teachers who conduct Zoom instructional learning with students in the support unit accompanied by their parents.

How do students use Zoom?

To use Zoom, you can use any internet browser on your device (computer or laptop) or download the free app onto a mobile tablet device to connect to Zoom meetings. **Students do not need a Zoom account to participate in meetings.** The Department of Education has developed [a guide for how students can access Zoom meetings](#) in NSW Public Schools. Students can also access Zoom via a link on their student portal account under the 'Learning' tab. Click 'Show more' to view '[Zoom - Video Conferencing](#)'

Once teachers share the Zoom meeting link, ID and password, students can join the Zoom meeting at the scheduled time. The students are usually placed in a 'Waiting Room' that displays the meeting room name(usually the class and/or teacher name). This allows the classroom teacher to commence the meeting

when most students are present. No meetings will proceed if only one student is waiting to join the meeting. In this situation, the classroom teacher will end the meeting 'waiting room' and reschedule a meeting another time via Google Classroom or Seesaw.

Earlwood Public School, has guidelines and conditions for appropriate and safe use of Zoom that align with our school rules; BE RESPECTFUL, BE SAFE and BE A LEARNER, and the '[EPS Internet Code of Behaviour](#)'.

Our teachers will guide students to learning platforms that can be used safely and securely; however, it is the parent's/guardian's responsibility to ensure that our students are safe, healthy and respectful online. Students and parents are expected to follow the Zoom guidelines and behaviour protocols for the school Zoom meetings at all times. Please read through the exceptions carefully with your child and ensure that all stakeholders(students and parents/guardians) understand the guidelines and protocols for using Zoom. A responsible, safe and respectful approach is required by all at all times for all our students and teachers in the Zoom meetings.

Students must not join any Zoom meeting with the class/school until they have read through and agreed to the below conditions with their parents.

What you need to know about screen capturing of school video recordings and Zoom

Remote lessons and videos are being provided for students via Zoom, Google Classroom or Seesaw as part of the school's response to COVID-19 school lockdown. The Zoom live sharing of resources and/or video recordings that may be made available to students is in accordance with the educational use provisions, in the Copyright Act to view only. **Parents and students should NOT make any further copies of the content provided, including sharing with friends, via social media or uploading to the internet.**

Not following the Zoom guidelines and behaviour protocol conditions, will result in students being removed from the Zoom meeting. Any instances of Condition 3, 6 & 7(from the student protocols) being violated will result in the school principal being notified and the student possibly being excluded from future Zoom meetings. If ANY of the guidelines are breached more than once, students may be excluded from future Zoom meetings.

Guidelines and Behaviour Protocol Conditions for Zoom

The following guidelines and behaviour protocols ensure safe and appropriate use of Zoom for our virtual school classrooms and in accordance with the [NSW Department of Education Guidelines using live video with students](#). The guidelines and conditions below ensure that the Zoom sessions are safe and productive.

Zoom(Video Conferencing) Protocols - Students

1. Students should inform their parents about upcoming school Zoom meetings when they are about to join a Zoom meeting and who the host is.
2. Classroom Zoom meetings should take place in a location where you can be seen by other members of your house and with the door open. **Never engage in any Zoom calls from your bedroom.**
3. Do not share Zoom meeting IDs, links, invites and passwords with anyone.
4. Students should be on time for their scheduled meeting.
5. Follow the school rules - Be Safe, Be Respectful, Be a Learner
6. **The camera must be turned off and remain off during the session**
7. **No video or audio recording should occur during the session**

8. The Zoom and/or virtual conference room is a classroom and the same school behaviour and discipline policies apply to this environment.
9. Students log in with their first name and initial of their surname to keep their identity secure.
10. Students need to be in a quiet space.
11. Students should download learning materials (if needed) to be used in the classroom before the lesson.
12. Students need to test their audio and speakers in advance.
13. Students can answer questions, make comments and interact at the right time. Raise your hand, write your questions in chat, or ask questions live.
14. Students are not to organise or host a Zoom meeting.

Zoom(Video Conferencing) Protocols - Parents

1. The conference room is a classroom and the same school behaviour and discipline policies apply to this environment.
2. As outlined in the NSW Department of Education's Guidelines, parents may assist with helping your child set up the technology, however, are requested not to join any group/class Zoom Meetings being moderated by the teacher. This includes being visible in the background if a camera is turned on by accident.
3. Parents and other household members are not permitted to participate in school/class Zoom meetings unless they have been authorised to attend by the teacher prior to the class meeting. All invited guest adult speakers must have a Working With Children Check (WWCC) before being admitted into an online room.
4. Parents should keep communicating with their child about upcoming scheduled school Zoom meetings. This encourages positive communication about online interaction and reinforces safe online habits for children.
5. Parents should have a physical presence from a distance in the room where the home Zoom meeting is occurring if possible. This addresses the risk of inappropriate behaviour, language and the possibility of content (audio or video) being captured and shared with their peers.
6. Zoom meetings of student and teacher voices or Google Classroom teacher pre-recorded videos shared with students should NOT be filmed, shared with others or stored on personal devices. **Capturing any form of video or audio without the consent of the school, teachers and students is a violation of consent and privacy.** Parents and carers should NOT make any further copies of the content provided, including sharing with friends, via social media or uploading to the internet.
7. Parents should never share or join Zoom meeting IDs, links, invites or passwords with others.
8. Parents should access useful reference source is the E-Safety Commissioner's [COVID-19: an online safety kit for parents and carers](#)
9. All parents and guardians should be familiar with the Department of Education [digital citizenship for parents](#) and [students](#) resources.
10. Parents can contact the school via phone or [email](#) if you have any further questions regarding Zoom video conferencing.