

Video Conferencing Guideline for Parents and Students

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| Permission* Any participation in video conferencing with your teacher should have parental/guardian consent.
* You should not record or capture any part of the presentation.
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| Web Camera* Consider your background and any personal information you will be displaying like photographs or personal items.
* Be careful of capturing other people in view of the web camera.
* Be careful of who can be overheard when your microphone is on.
* This is a school activity and you should be dressed appropriately.
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| Behaviour* Be a respectful listener while a teacher or another student is speaking.
* Do not be a distraction to others.
* Your teacher is the moderator and will guide participation in the conference.

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| Etiquette* Good practice is to turn off your video and microphone while someone is speaking.
* More than one speaker at a time can be difficult to understand.
* Set your microphone and speaker settings to appropriate levels.
* Come prepared and on time.
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| Chat* The sidebar chat tools should be used only for classroom discussion.
* Language used in the chat should be safe and respectful to others.
* Use proper sentences and avoid ‘texting’ or ‘social media’ style chat.
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