



Video Conferencing Guidelines: Parent Reference

With remote learning being our new reality, video conferencing (using [Zoom](#) or Google Meet) presents an exciting opportunity for your child to connect with teachers and other students. Below are guidelines and considerations for creating a successful video conference experience should you choose to use this strategy to support learning.

Online Code of Conduct

- Students are expected to uphold the school's Code of Conduct while online. The expectations for student behaviour and peer interactions are the same as they are in the classroom and school.
- These expectations include being kind, respectful, and using appropriate language at all times while engaging in learning activities or communicating with fellow students or staff.
- Students are expected to stay on topic with questions and comments, whether via video or in the "Chat" features of video conferencing.

Tips and Guidelines for Successful Video Conferencing

- **Video Conferencing Considerations**
 - **Environment** : Find a place for video conferencing that has a neutral background.
 - **Video sharing is optional**: Students do not have to show their video while in a call
 - **Distracting noise**: Anyone who is not speaking should "mute" their microphone to prevent feedback and background noise. Headphones are recommended if available.
 - **Close all apps and games not related to your meeting**: Unless instructed by the teacher, students should only have the video conferencing app (Zoom or Google Meet) open.
 - **Hand-raising and Reactions feature**: Students may use these when they want to ask a question or agree with a comment made.
 - **Using "Chat"**: Students can use the "Chat" feature to discuss on-topic subjects or ask questions about the conversations that are relevant to the whole group. ***Chats are automatically saved.***
 - **What others see and hear**: Students need to act as if their teacher and classmates are aware of everything they say and do.
 - **Proper lighting**: Try to find a light source that is above or in front of (not behind) where video conferencing will occur.
 - **If your child is having trouble** using video-conferencing or its features, please email their teacher so they can help your child at another time. They may not be able to do so during the class meeting or group activity.
- **At no time is it acceptable to take pictures, or record video or audio of anyone on a school-based video conference call.**