



OURIMBAH PUBLIC SCHOOL

121 Pacific Hwy, OURIMBAH NSW, 2258

Email: ourimbah-p.school@det.nsw.edu.au

Website: www.ourimbah-p.schools.nsw.edu.au

Phone: 4362 1033

Fax: 4362 2531

Learning From Home – Video Conferencing Guidelines

Dear Parents and Carers,

The Department of Education are now partnering with various **video conferencing services** to ensure a continuity of learning and provide explicit lessons for students participating in home learning. **Zoom** **Google Meet (Years 5-6)** are our preferred video conferencing tools that the OPS teachers and students have the option of using. These services support both visual and auditory communications. We will be using Zoom and, or Google Meet, to implement group lessons and to check-in with our students on a regular basis.

Whilst some teachers will be using Zoom and Google Meet, there are some staff who are still navigating their way around this new form of technology and will be using other forms of communication – e.g. pre-recorded videos which will be uploaded to **private YouTube channels**. Stage Teams will deliver lessons in a team-teaching situation and classes may be combined if covering the same content.

General Information:

- School procedures and protocols for Video Conferencing have been written and these are available upon request and will be uploaded to the school website.
- A **'How to Guide: for students and parents'** for accessing and using **Zoom** and **Google Meet** will be distributed to all families.
- Every child who participates in a video conferencing session will need the permission note completed. Due to the unusual circumstances at present, your permission note can be returned via Seesaw, Google Classroom or emailed to the school. Verbal permission over the phone to your child's class teacher is also accepted.
- A timetable will be provided of when the video conferencing sessions will occur. This will be published via the SkoolBag app, Seesaw and, or Google Classroom platforms once finalised.
- The video conferencing services can be accessed from many devices. These include: PC/Laptop, tablet or smart phones. Please use headsets for clarity if available. All of these devices need internet connection. The school has a limited number of devices that can be loaned out on a need-by-need basis. Please contact the front office (4362 1033) to arrange for a student device agreement to be completed.

Parent Responsibilities:

- Students participating in the video conferencing sessions, must always have adult supervision.
- The students must be in an open family room area within the home. It is advisable to have parents present in the room but not in camera view.
- The students must be dressed appropriately.
- Siblings must be out of the conference parameters.
- The student's camera is initially inactive. The students and parents can activate their camera when permission is given by the Host Teacher.
- There must be no posters or pictures behind the students, and it is recommended that students use an altered or blurred background. These instructions are included in the 'How To' attachment.
- If your child has not complied with respectful communications, they will be removed from the conference and you will be contacted by the Host Teacher.



OURIMBAH PUBLIC SCHOOL

121 Pacific Hwy, OURIMBAH NSW, 2258
Email: ourimbah-p.school@det.nsw.edu.au
Website: www.ourimbah-p.schools.nsw.edu.au

Phone: 4362 1033
Fax: 4362 2531

- Zoom and Google Meet are used for video conferencing purposes. If you wish to talk to your child's teacher, please contact them using the form of communication that your teacher has set up with you – Seesaw, Google Classroom or the school email.
- **Students are not required to create a Zoom account.** Their teacher will send them a daily link to join the meeting - this protects their privacy.
- **Students using Google Meet (Years 5-6) will not require a daily link.** Please refer to the **User Guide** for how to join a meeting.

Student Responsibilities:

- Students must log-on and attend all video conferencing sessions as per the timetable. If they are unable to attend for any reason, they must let their teacher know via Seesaw or Google Classroom.
- Students will engage within the video conferencing platforms using appropriate behaviour and internet protocols.
- All students will engage in an initial lesson outlining the appropriate use of the video conferencing platforms, including the expected behaviour code.
- Students are to only turn their cameras on with the permission of their Host Teacher and whilst under the supervision of their parent / carer.
- Students are to leave their microphones off and on mute until they are addressed by the Host Teacher or the teacher has enabled audio.

These guidelines have been designed by the School Leadership Team to provide parents and carers with a clear direction on the use of video conferencing during times of remote learning.

School Executive Team.



**Click on the image to
download the Zoom App**



Google Meet

**Google Meet is available
through the student's
Google Classroom account**