LIVE STREAMING and PRE-RECORDED VIDEOS

Remote learning at McDonald Park School

Staff guidelines

Please be aware of the following department and school protocols when conducting live lessons

At McDonald Park School

- Ensure you have given students/families at least a day prior notice of meeting or lesson
- Prior to engaging, remind students of the ICT user agreement they have signed
- Establish and maintain protocols and expectations about using live platforms with students
- ***Make it public***- do not use personal email, social media or apps (unless they are educational apps authorised by the site leader) to communicate with students.
- ***Make it authorised*** – inform parents of the ICT systems to be used to facilitate learning and wellbeing support, have the authorisation of the site leader.
- ***Make it timely*** – only undertake activities that are a legitimate part of your role, provide support during normal work hours (as far as possible) and do not unnecessarily prolong contact.
- ***Make it purposeful*** – the activity addresses or is linked to the learning or wellbeing needs of the student
- ***Be clear*** in your communication with thought to explicit direction, questions and clarity.
- Be dressed professionally as per a normal workday
- Design and or modify learning experiences for the online space
- Continue high standards of professionalism and ethical online behaviour with students
- Be aware of protective practice guidelines for interacting with students and managing professional boundaries when using digital forums/ social networking.

GUIDELINES and PROTOCOLS to establish for livestreams

- When students are joining the meeting, staff need to monitor who is attending/ signed in. Once the lessons have begun staff can monitor the conversation and questions.
- In a live lesson, staff are to ask all students to mute their microphone and only unmute when directed to do so
- In livestreams you can mute on entry and set it so the teacher is the only one unmuted.
- When students have a question, they can comment in the meeting chat and can unmute when directed to do so by the teacher. They can also 'raise' their hand when visible.
- Once the lesson has finished teachers will ask students to exit the meeting. Staff must be the last people to leave/sign out of the meeting.
- It's possible to record the lesson without recording the video of any other students (just the presentation and/or teacher) This could be worth considering if students miss the meeting.

Online platforms generally provide participation through a chat bar, audio and video. It is likely that not all of these will be required on every occasion of online learning. When student contributions are required be aware that:

- Younger children may be more limited in their ability to participate through a chat feature without intensive parent support
- Some parents and students may not be willing to contribute through audio and/or video
- Families may not always have access to some technology such as a webcam built into a device or a fast internet connection
- With more people working from home, some households may have busy background noise that may make participation by audio or video challenging for staff or other students.
- Headphones may be useful

SUGGESTIONS

- Making available multiple options of participation at the same time such as chat, video and audio.
- At times it may be appropriate for staff to use audio and video to stream to the student even if the student or parents are responding by chat.
- For slower internet connections or for privacy reasons some participants could turn video off and participate through audio.
- Often it's possible for microphones to be turned off when a participant is not speaking to prevent background noise interfering.

PROTECTIVE PRACTICES

- All staff and students are aware of the required child protection practices and protocols
- All digital contact must only relate to normal teaching and learning opportunities
- Staff working from home must use privacy settings on personal mobile phones to contact parents/caregivers in regard to incomplete work or non-attendance to online lessons.
- Any 1:1 online interaction should only occur during regular work hours unless otherwise authorised by the site leader.
- Exercise vigilance and ensure that only students who are part of the classes are involved with lessons.
- Teacher to ensure content on their laptop is school related and don't have extra tabs open with personal/non work related content

STUDENT EXPECTATIONS

Students who are learning from home are expected to:

- Follow the school's ICT User Agreement as they do when they are at school.
- Be respectful and ensure they follow rules in regard to their personal safety and conduct.
- Should not give out personal information including name, home or email address and phone numbers and being respectful in all online conversations with classmates and teachers.
- Wear appropriate attire for the school day
- Participate in online lessons in a neutral space (not bedrooms)
- Follow the established protocols set up by the teacher and class for online streaming

The following should not occur

- Sharing of personal internet locations, correspondence of a personal nature via social media. Internet postings, or use of private online chat rooms
- Uploading or publishing still/moving images or audio recording so f students at any location.
- In the event of a staff member or student feeling unsafe at any point in the video communication they should cease immediately and let the appropriate staff or trusted adult know. For teachers, this would be a member of the leadership team.

RECOMMENDATIONS

- Parents supervise the online activity of children and young people
- Conversations occur about safe and respectful behaviour online
- Computers and devices are located in an area of the home that can be easily supervised and an 'open door' approach for teenagers if they use devices in their rooms.
- Practice lessons are conducted at school prior to lockdown situations

SUPPORTING DOCUMENTS

Live stream a video meeting - Computer - Google Workspace Learning Center

How to Use Cisco Webex Meetings: Quick Start Guide | Verizon

How to use Webex Meetings - Tutorial

https://www.cisco.com/c/en/us/solutions/collaboration/collaboration-education.html