



Zoom Guidelines for Parents and Students when meeting with classroom teachers

In response to COVID-19 to ensure that teachers can engage with students in a safe and secure environment, King Street Public School may be using Zoom meetings while students are learning from home. Zoom provides a valuable platform to support students with their learning during these periods. These guidelines are to ensure the safety of our students and staff.

King Street Public School staff members may use Zoom to conference with students under the following conditions:

1. Parents should be aware of and supervise students' participation in Zoom meetings.

- Parents will be notified of the time of the Zoom meeting and will be provided with the password for the Zoom sessions. Students will be notified by their class teacher of the Zoom code. Parents are requested to provide supervision for their child's participation.
- Parents are asked to support students to set up the child's device but are not permitted to join any class/meeting/zoom session being managed by our teachers. This is to manage the risk of inappropriate behaviour, language or content being accidentally shared in the meeting.
- When setting up devices, where possible, please insert a background by either blurring the background or loading a picture or ensure that the camera is facing a background where other members of the household cannot be seen on the screen. All rooms should be clear of items that might impinge on privacy.
- Students should inform parents when they are about to join a conference and who the meeting is being run by (for example the classroom teacher). This is a good habit to develop for all online interactions. Sessions will be no more than 20 minutes each time.

2. The Zoom meeting is a classroom and the same school behaviour expectations apply.

- Students must be dressed in clothing appropriate for learning, for example, no pyjamas or revealing clothing.
- Students are to be aware that all interactions, messaging, gestures and language used during the zoom meeting are "school appropriate" even if you are not on the school grounds.
- Teachers will limit the use of the screen sharing and chat functions.
- Zoom meetings will not be recorded.
- Only whole class or group sessions are allowed. Teachers will not conduct 1:1 video, audio or chat sessions with a student.
- Any misconduct will be managed in accordance with the King Street Public School behaviour policy.

For further information please visit the Department of Education NSW Digital Citizenship website at <https://www.digitalcitizenship.nsw.edu.au/> and the eSafety Commissioner website at <https://www.esafety.gov.au/>.