

Goornong Primary School

Webex Protocols for Learning from Home



WHAT IS WEBEX?

Webex is the videoconferencing platform provided by the Victorian Department of Education. Goornong Primary School teaching staff will begin utilising Webex to engage in online conversations and teaching with students. Webex has functionality for videoconferencing, file sharing, white boarding, and messaging (chat).

STUDENT SAFETY

Goornong Primary School is committed to the safety and wellbeing of students and staff when engaging in online activities. The following protocols and information is designed to ensure compliance with the Child Safe Standards and to ensure effective and safe use of the Webex platform.

TEACHER RESPONSIBILITIES WHEN USING WEBEX

- Teachers should familiarise themselves with the features of Webex (including the 'mute', 'end meeting', 'schedule' and 'share content' functions).
- Teachers will ensure the meeting is 'locked' so there can be no unauthorised access.
- Teachers will ensure that only 'public' comments are abled during meetings (eg: disable the option for students to send private comments to one another).
- Teachers to discuss online etiquette/protocols around the use of Webex with students at the beginning of the first session. This session will address expectations for students and teachers.
- Teachers will dress appropriately and engage in learning conversations to the same professional standard that is expected when on-site.
- Teachers will ensure that all online conversations and activities are in accordance with our school's Child Safe Policies and procedures (eg: there must always be two staff members present in any Webex meeting with students).

STUDENT EXPECTATIONS WHEN USING WEBEX

- Find a quiet place in your house.
- A parent should be in the same room as you during the meeting.
- Place your device on a flat surface.
- Ensure your device is plugged in or fully charged.
- Use headphones (if you have them) – they help with background noise!
- Come into the meeting a few minutes early and wait until the time to start.
- Come to the meeting with a pencil and paper and any work you need, as well as questions about your work.
- Keep your microphone on mute unless the teacher asks you to turn it on.

- Turn your microphone on when it is your turn to speak.
- Turn your video on at the start of the meeting. Your teacher will instruct you when and if your video needs to be turned off.
- The chat box is only for work related comments and will be viewed by everyone (is not used as a private chat box). You will be instructed when to use the chat box.
- Come to the meeting fully dressed and not in your pyjamas.
- Use good listening skills- keep focused on the speaker, keep everything out of your hands while listening.
- Go to the toilet before the meeting and please eat before or after, not during the meeting.
- Setup for success! (eg: younger brothers and sisters, toys and pets are not to be included please! You are to remain seated and stay focussed throughout the meeting at all times).
- Do not sit in front of a window.
- Ensure the wall behind you is neat and not displaying inappropriate media.
- Be on time for your meeting.
- Take direction from your teacher respectfully.
- Speak clearly and slowly.
- Be polite.
- Enjoy your class.

HOW PARENTS CAN HELP TO ENSURE THEIR CHILD USES WEBEX SAFELY

- Be present at any meetings scheduled with the classroom teacher (eg: be in the same room as your child for the duration of the meeting).
- Let a teacher know of any unauthorised access to any meeting and about any other unusual cyber activity.
- Talk to your child about cyber safety and ensure they know to inform you and their teacher of any unusual cyber activity or in the unlikely event they are approached by unknown persons online.
- Help your child understand they should only participate in live video chats that the teacher or a fellow student has invited them to join and immediately leave any live video chats with any unknown persons, and to advise you and their teacher if this occurs. This will also be explained to your child by their teacher.
- Ensure your child's workstation and surrounding work area is suitable and appropriate. This may involve the use of headphones if you have them.

HOW WILL OUR SCHOOL PROTECT PRIVACY?

We will ensure that information is handled in accordance with the school's policies including: ICT Acceptable Use Policy, Student Engagement & Wellbeing Policy, Child Safe Standards and Privacy Policy. A copy of all of these is available on our school website.

HOW CAN FAMILIES BE SAFE ONLINE ALL THE TIME?

As your child will be spending more time online as part of learning from home, playing games and keeping in touch with friends, you may wish to visit the eSafety Commissioner's website for information on keeping your child safe online at <https://www.esafety.gov.au/parents>.

We have taken precautions to ensure that your child is safe while using the systems for learning from home, however, you can also assist by having conversations with your child about eSafety and by ensuring that your child is comfortable raising any issues with you and their teacher.

QUESTIONS OR CONCERNS

Any questions or concerns should be directed to the school principal, Mr Jason Cox.