



# Video Conference Guide for Parents & Guardians

## Connection & Community Building

Videoconferencing is an efficient and effective way for teachers to deliver learning opportunities and assess demonstrated student learning. Below you'll find some guidelines to safe and appropriate use of videoconferencing.

## Code of Conduct

MS Teams is a school environment and not a social media platform for personal use.

Each school's Code of Conduct applies to student behaviour, including how students should dress, both at school and during online home learning.

Teachers are required to report unusual or inappropriate behaviour. Inappropriate behaviour may result in a suspension of a student's network privileges.

## What You Should Know in Advance

- Only teachers will initiate and arrange video conferences.
- Teachers will publish a schedule of conference sessions that occur during regular school hours (8:30 am to 3:30 pm).
- All two-way video conferencing is "live" only and never recorded.
- One-way teacher-presented videos may be recorded in advance and sent to students for later viewing.

## Access to Video Conferences

Video conference invitations are sent to a student's email address only. Parents, guardians or accompanying adults:

- must use the student's account if joining or monitoring a session.
- MUST be present for one-on-one sessions with a K to grade 3 student. Invitations for one-on-one sessions will be cc'ed to your email address.
- will be copied on email invitations to private conferences between teacher and student.



## During the Video Conference

The MS Teams chat function allows teachers to connect with their students, and it also allows students to initiate chats. Teachers will monitor and report inappropriate use of this function.

If two-way video-conferencing is used, ensure cameras and microphones are located in rooms which afford the greatest amount of privacy and use the blur function when cameras are turned on.

## General Best Practice

Explain to your child that they should:

- not share usernames and passwords, but they should change their password from the default one.
- sign in to a session a few minutes early and:
  - turn on a blurred background when using the camera function; and
  - mute the microphone when not speaking to avoid background noise from creating a distraction.
- use the private chat function only when discussing learning opportunities with the teacher and other students.
- not leave their computer unattended during a session.

## Additional Resources

Our Information & Communication Technology department has created a collection of guides, which you can access [HERE](#).

Microsoft has prepared distance learning guides for parents and guardians, which you can find [HERE](#).