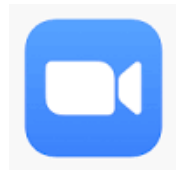




Sunday 1st August 2021

Zoom Meetings



Zoom is a web meeting tool that enables teachers to easily facilitate a virtual classroom. The NSW Department of Education has entered into a subscription making the service available to all NSW Public Schools through the Department's secure portal.

Zoom is suited to primary classrooms and allows students and teachers to communicate using live video and audio, online chat and screen sharing.

The use of video conferencing is not mandated by the Department and individual teachers will make a decision as to the most appropriate use of Zoom for their class. Please understand that staff have varying levels of expertise in this area. Please be respectful of their learning.

Participation in Zoom meetings is not mandatory for students.

System Requirements:

Zoom can be accessed using an app on both Android and Apple mobile devices.

- Zoom can be accessed from any device.
- When using a desktop or laptop computer, Zoom is accessed through a browser. On your first use you will be prompted to download a desktop client (you can access Zoom without the desktop client but it has limited functionality).

Accessing and Using Zoom:

- See attached instructions:
 - *How students can access Zoom meetings in NSW public schools*
 - *Joining Zoom Meetings*
- In order to enter a meeting a student must either:
 - Click on a URL (web address) link emailed by their teacher, or
 - Join a meeting using a **Meeting ID** and **Password** provided by their teacher
 - Teachers will notify students and parents of scheduled Zoom sessions via email. This email will come from the school email account. Meeting ID and passcodes will also be sent in this manner.

Guidelines for Zoom Use:

- In order to participate in Zoom sessions, students **must** have returned the attached permission note to school (via email is acceptable)
- Download and test the Zoom software before your first scheduled session
- Check that your device's camera and microphone are working
- Read the attached instructions:
 - *Joining Zoom Meetings*
- Find the Meeting ID and password on Google Classroom or Seesaw. Contact your class teacher if you cannot locate this information.
- The Meeting ID and password **must not** be shared with any other individual

- Log in using your correct DoE login and password
- Set up your device in an appropriate location within the home:
 - Ensure the student is seated comfortably
 - Securely prop any mobile device upright
 - Minimise noise and distractions (consider siblings, pets, background noise from the TV etc)
 - Ensure all members of the household are aware that the student is participating in a Zoom session
- Students must set a virtual background
- Zoom is a classroom environment and existing behavioural expectations must be adhered to. Students will be expected to:
 - Use appropriate language (written and spoken)
 - Wear appropriate clothing
 - Actively participate in lessons
 - Follow all instructions
- The role of the parent/carer:
 - May assist with setting up technology
 - Must not participate in the lesson without **prior permission** from the teacher
 - Parents and guests who do participate in Zoom meetings with students are required to provide the school with the appropriate Working With Children Check (WWCC) documentation.
- Teachers have the ability to mute or remove any student from a Zoom meeting if their actions are not appropriate.
- Report any problems or concerns to your child's class teacher immediately

If you have any concerns regarding Zoom, please contact your child's class teacher.

Karen Simula
Principal