



Dandenong High School

Using Online Platforms for Remote Learning 2.0

Protocols for Students

To support your learning at home, teachers will be using video conferencing platforms, including Webex and Google Meet or Hangouts. Video conferencing will be used to deliver instruction and explanations, give examples in how to complete tasks and facilitate class discussions. All students are expected to follow the school protocols when engaging in video conferencing.

- Video conferencing will only take place during timetabled lessons. Your teachers will email you the video conference link prior to your lesson, which follows your normal timetable.
- As soon as you join the Google Meet/Hangouts or Webex lesson, you are required to mute your microphone. If you have a question or comment, raise your hand and your teacher will ask you to unmute your microphone. Once you have spoken, you will need to mute it again.
- Every lesson, your teacher will connect with the class through video-conferencing for at least 10 minutes, using either Google Meet, Hangouts or Webex. The purpose of this connection is to maintain a connection with the class and assess the learning progress of each individual student. **During these 10 minutes, students are required to have their camera on and when talking to the teacher and your classmates, you are to use the microphone.**
- You need to be mindful that although you are learning from home, when you are engaging in a video conference lesson, it becomes an extension of the classroom. Therefore the same expectations for appropriate behaviour are in place:
 - You should be dressed in casual clothes and not in your pyjamas
 - If possible, you should be working in a quiet spot in your home with no distractions
 - Using earphones is highly recommended so as to reduce any background noise
- To protect your own privacy, it is recommended that when engaging a video session, either a very plain backdrop is shown or you use Webex and Google Hangouts to blur or create a virtual background. If you are unsure as how to do this, please ask your teacher, House Leadership Team or watch the tutorial available on the school's website.
- The teacher is the facilitator of all video conference sessions and has responsibility for muting the microphones or video cameras of students or exclude those who behave inappropriately.
- If any student in your class video conference is not engaging in an acceptable manner, the teacher will provide a verbal warning to that student. If the student continues, they will be instructed to leave the session.
- Any inappropriate behaviour by a student will be reported to their House Leadership Team and logged on Compass Chronicle. The student and their parents will be contacted by the House Leadership Team and a parent meeting will be arranged.

All of our teachers are working incredibly hard to provide engaging lessons that will give you an opportunity to challenge yourself, learn deeply and demonstrate what you have learnt. We ask that all members of our learning community use this resource appropriately as we understand it is the best way to provide connection and will ensure our students continue to learn effectively during Remote Learning 2.0.