



COPACABANA PUBLIC SCHOOL

Pueblo Street, Copacabana NSW 2251

Phone: (02) 4382 1766

Fax: (02) 4381 1427

Zoom Conference- Expectations and Guidelines

Dear Parents and Carers,

Teachers are using Zoom to **check** in with students for **well-being purposes**. The guidelines below outline the safe use and etiquette for using Zoom at Copacabana Public School. The Department of Education has worked closely with the Child Wellbeing Unit, Legal Services Directorate, School Service, and Information Technology Directorates to ensure the security and privacy of teachers and students. It is essential that students follow the Zoom Expectations Guidelines outlined below. Staff will be closely monitoring online conduct and this is supported by the Principal. For further advice on how to stay safe online visit the department's websites. <https://www.digitalcitizenship.nsw.edu.au/> and <http://www.esafety.gov.au/>.

Expectations and Guidelines:

- Students access Zoom through the student portal via **Google Classroom** and/or **SeeSaw** using a link sent by the teacher. **Students are not required to create a Zoom account.** This protects student privacy.
- The background of a Zoom conference must be clear of personal items including photos and posters. This ensures that there are no distractions but also protects your privacy.
- Parents can assist students with setup and troubleshooting prior to the meeting. It is requested that parents and siblings **do not** participate in the video conference due to privacy reasons.
- Zoom sessions **cannot** be recorded. Parents and students are not permitted to video any online correspondence on any device.
- Conferencing should take place in an open room in the house.
- Students **must** wear appropriate attire.
- On entering the video conference, students are held in the 'waiting room' until the classroom teacher is ready to admit them.
- The camera is automatically defaulted to 'off,' however the student can turn this on with parental permission. Whilst the camera is an optional feature, it is beneficial for students to be able to see their teacher and peers. This is important so that teachers know who have logged on.
- Parents of students who do not have permission to publish are to be mindful of their child's participation.
- **Students** will be informed of the appropriate use of the Zoom platform and will be made aware of cyber-bullying, its impact on others, how to avoid and respond to cyber-bullying and the legal implications and consequences of cyber-bullying.
- Students must use correct and respectful protocols when in these meetings. **Students** are expected to abide by the school's behaviour expectations which will be explained at their initial meeting. Non-compliance will result in removal from the meeting and parents will be contacted.
- **Parents and carers must agree** to their child utilising this Zoom platform during COVID-19 and a written consent from parents and carers needs to be emailed to the school – Copacabana-p.school@det.nsw.edu.au
- Zoom is used by teachers to connect with students. All other communication with parents is by phone, the school's email address or via the Remind APP.

Mary Hunt
Principal

Effort Earns Success

Email: copacabana-p.school@det.nsw.edu.au



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Consent Note

Zoom Wellbeing Meetings During COVID-19 – Learning from Home Period

Dear Parents and Carers,

If you agree to your child/ren participating in Zoom wellbeing check-in meetings, please sign the form below. Please return your consent form emailed to the school email –

Copacabana-p.school@det.nsw.edu.au by **Friday, 3rd September 2021**.

I give permission for my child/ren _____ in class _____ to participate in Zoom session/s. I have read and acknowledge the Zoom Guidelines and Expectations at Copacabana Public School.

Student's signature: _____

Parent's signature: _____

Date: _____

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