



MARIAN CATHOLIC COLLEGE KENTHURST

Guidelines for Students Using Video Conferencing (VC) with Zoom

Updated 29 March, 2020

Before you get started with video conferencing (VC) with Zoom

- Make sure that the room you are going to film in is clear of things that might embarrass you. Specifically, look at your walls and try to pick one that has a plain background that people will not take offense at or find humour in.
- Try before you go live! You can set up a Zoom meeting with no one in it except yourself. This way you can see what others see before you go live, and make alterations to make the image look better - <https://zoom.us/test>
- Tell others in your house what you are doing. Here your parents can help with controlling your siblings ... if your parents know and understand what it is you are trying to achieve, then they will help make sure that it all goes smoothly. See Video Conferencing Guidelines for parents.
- Sit still and quietly for a moment and listen to the sounds around you ... if you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening in your surrounding environment.
- Consider using headphones so that you can hear clearly.
- Remember that you are going to be in an educational environment! Dress appropriately and act accordingly as the same rules at school apply in a virtual environment.

When in Zoom meeting

- Make sure you are on time for your Zoom meeting.
- Start with your camera off and microphone muted and wait to be invited by the teacher.
- Understand that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.
- Students should comply with CEDP Responsible use of ICT and social media student guidelines which is the norm being used by your school
- Get familiar with the tools ... use the "Chat" feature to ask questions of your teacher. This way your teacher can answer you directly and communicate the response to the whole group.
- Use the nonverbal feedback tools in Zoom to alert teachers of your understanding in the Zoom meeting - hands up for questions, tick if they are saying yes, etc.
- Participate in the learning activities.

After the Zoom meeting

- Make sure you use the Leave Meeting menu to exit the meeting when it is finished
- Follow Up the learning activities and complete all assigned tasks.

Through education, we inspire and empower our students as they

Walk with Christ

on their journey of personal excellence.