

Zoom Conferences

With Learning@Home extending into Term Two, CET has directed Mount Carmel staff to use **Zoom** for video conferencing purposes, and is providing staff training in the use of *Zoom* for teaching and learning. By Week Three of Term Two *Zoom* will be the method used by teachers to conduct meetings with students.

To attend *Zoom* video-conferences, students will not need *Zoom* accounts, but will need the following: Students using iPads will need to download the ***Zoom Cloud Meetings*** App

Year 7 Students using laptops will not need any additional software as they can open *Zoom* in the browser.

Following advice from CET, we have established a number of protocols to safeguard the privacy and safety of students and staff involved in video conferencing.

Zoom Protocols

- **Teacher Led** Students can only access *Zoom* class meetings if provided with a link and meeting ID by a teacher, via SEQTA or email. Students don't need accounts and are not permitted to initiate *Zoom* meetings with the teacher or class. These meetings will be scheduled during timetabled subject times, with advance notice given.
- **Student video is turned off** by default and should only be used at the direction of a teacher. Audio and group chat will be used for questions and sharing of ideas.
- **Waiting Rooms** are turned on by default in all teacher accounts, so that participants can only enter a meeting if admitted by the host teacher/s.
- **No Private Chat** Direct messaging has been switched off by default in teacher accounts so that only group conversations can occur.
- **Recording of Zoom video conferences will not occur by default.** If it is necessary to record a meeting, all participants will be asked to give consent to stay in a *Zoom* meeting which is about to be recorded and students will be reminded to have their video turned off.
- **Individual student** meetings with teachers may need to occur at times. In this instance, teachers will seek parent permission and organise for another staff member to be present.
- **Students only** Parents are asked to refrain from 'joining' *Zoom* Meetings to enable students to participate independently, just as they would in a normal classroom.