



## **Video Conferencing Guidelines (Last updated 30th March)**

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### **Lismore Diocese preferred video conferencing system**

Zoom is the preferred VC tool available and supported across the Lismore Diocese.

### **Understanding Zoom licences in the Diocese**

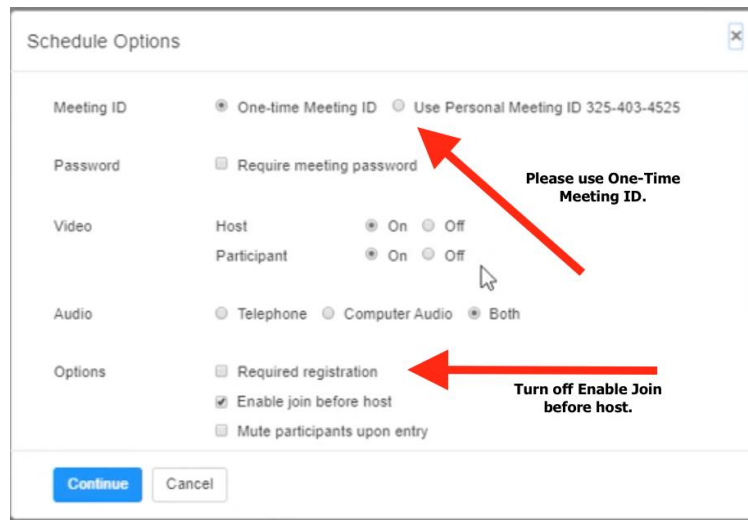
- Creation of Zoom video conferencing links are only available to staff accounts in LISM. Students can only access a Zoom VC if provided the link by the staff.
- Staff do have the ability to stop participants video and mute them when required under the *Manage Participants* menu.
- Zoom resources on [Tips and Tricks for Teachers using Zoom](#).
- Zoom [Technical Users Guide \(Diocese of Lismore\)](#)

### **General guidelines**

1. The use of Zoom is a school leadership decision and staff must check with their own school as to the use of Zoom to deliver blended learning to students.
2. Schools should make students and parents aware of the [Video Conferencing Guidelines for Students](#) and [Video Conferencing Guidelines for parents](#).
3. Teachers should inform the students of any lesson they intend to record.
4. Staff and students should be appropriately dressed and in an appropriate location/backdrop.
5. Staff should consider disabling student video and only allowing audio in consideration of the bandwidth.
6. Private chat options should be turned off in Zoom settings.
7. Make sure that at the end of the lesson/tutorial you press “leave meeting” and then “end meeting for all”
8. Refer to the [FAQ below](#) for how often you should use Zoom to communicate to your students.
9. Teachers should not engage in a 1:1 Zoom meeting with a student. Exemptions do apply, see [FAQ below](#).
10. Links to Zoom lessons remain active post a lesson date and time. To avoid students accessing Zoom with these links without the teacher being present the link should be deleted. This can be achieved either through the calendar invite or your personal Zoom Profile page. To sign in and access your profile page click the hyperlink. <http://lismcatholic.zoom.us> If you are having trouble, please see the [Technical Users Guide \(Diocese of Lismore\)](#)

### **Setting up a Zoom session - Best practice**

1. Make sure that you have set up your Zoom profile to disable the setting 'join before host'. (If this isn't disabled, students are able to join the meeting before the teacher is in the scheduled lesson). [See FAQ](#)
2. Make sure students have read and understand the protocols and expectations of them as attendees, see [Tips for Students](#)
3. Zoom meetings should be scheduled with students via Google Calendar for visibility:
  - make sure you select "more options" before you select "make it a Zoom meeting"
  - a "Schedule Options" pop-up will show where you should turn off "enable join before host" [see FAQ](#)
  - ensure that you have selected the "one-time Meeting ID"



- copy the link and information from the calendar and share with students via your preferred platform.
4. Enable or disable recording in the Zoom settings depending on the circumstances.
  5. Meeting passwords are disabled so students can connect to the Zoom link without requiring a password
  6. Ensure private chat is turned off - so all chat can be seen by teachers and everyone
  7. Participants' video can be turned off by the teacher - can only be done one by one.
  8. Turn remote control off
  9. Turn non-verbal feedback on to allow students to interact via symbols - hands up for questions, tick if they are saying yes, etc.
  10. Make sure that when your video is live that the background behind your computer is appropriate. Specifically, look at your walls and try to pick one that has a plain background. You may wish to use a virtual background. [See link.](#)
  11. If you are intending to share your desktop with students remember to close all the windows you won't be using (particularly personal email, etc.) prior to the lesson.
  12. Ensure your desktop files, file names and photos are appropriate for the audience. (they may not see them but if you make a mistake they will)
  13. Try before you go live! You can set up a Zoom meeting with no participants 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>
  14. At the end of the Zoom lesson teachers must delete any links to the lesson either inside the calendar invite OR in their Zoom user profile page under the Meetings tab.
  15. Troubleshooting links for [audio](#) and [video](#) issues

16. It is vitally important that you read and share the [Tips for Parents](#) and [Tips for Students](#) documents

### **Tips for presenting using Zoom synchronously (eg. a live lesson or tutorial)**

1. Practice at least once in setting up and connecting a session with students, there are always connection, video and audio issues to resolve.
2. Be ready to provide advice to students like, mute your microphone, turn off your video, send me an email if you can hear me. This can also be controlled by the host.
3. Have an alternate way to collaborate with students while the Zoom session is running in case they drop out or lose audio or video, a shared Google doc is a good way to do this.
4. You do not need to rehearse the delivery of the content, students will not be expecting you to have a perfect presentation.
5. If you are sharing your desktop with students remember the guidelines above.
6. Keep your normal pace: just because things are delivered electronically does not mean you should speed up or slow down. Your students will still absorb and process information at the same rate. But you should check in with your students more frequently than you might normally, to make sure that they follow the material and remain engaged.
7. Be visible: even when using [Share Screen](#), it's good practice to make sure that your face is visible on a side screen while the materials are being displayed - otherwise, engagement can decrease.
8. Record the session if you think students may need to watch it later.
9. Remember that if a student is unable to connect using the internet that there is a phone-in option available in every invite. This may need to be used when students have low or no bandwidth at home.

### **Tips for presenting using Zoom asynchronously (eg. a pre-recorded lesson or tutorial)**

As well as the tips above, the following apply specifically to pre-recording.

1. Avoid the 'talking head' and lecture style lesson, if you must keep it short.
2. Consider background noises when recording.
3. Use the pause option if needed.
4. Avoid trying to edit a pre-recorded lesson
5. Use additional resources to engage the students (screen sharing).
6. Be wary of slide transitions if you are sharing a presentation, they do not always work well.

### **Recordings**

- Switch off students' videos when recording.
- When a recorded lesson is completed, the video is automatically uploaded to Zoom cloud storage, shortly after (depending on file size) an email, including a link to the video file to view and share, is sent to the host (teacher).
- Previous recordings can be accessed by logging into [lismcatholic.zoom.us](https://lismcatholic.zoom.us) and navigating to Recordings.
- The recording will be the property of the employer.

### **Duty of Care**

Staff are reminded of the diocesan [Child Protection Policy and Procedures](#), the [Digital Technologies Standard Operating Procedure](#) , [Employee Use of Social Media Standard Operating Procedure](#), and the [Privacy Standard Operating Procedure](#) as they apply to the use of Zoom for blended learning.

## **Frequently Asked Questions**

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### **Can I do a 1:1 lesson using Zoom**

#### **Answer:**

Teachers should not engage in a 1:1 Zoom lesson with a student. The following exemptions apply:

- Stage 6 students who require targeted learning and feedback.
- Indigenous students currently in the diocesan tutoring program.
- Students with additional needs currently receiving 1:1 support by Teacher Assistants (while the TA is at school).
- Students with additional needs currently receiving 1:1 support by IEW's (while the IEW is at school).

In these cases the lesson **must** be recorded and best practice is to turn off staff and student video. Counsellors and student support workers have their own protocols.

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### **How often do I have to VC with my students?**

#### **Answer:**

- |                   |                                |
|-------------------|--------------------------------|
| ● K-2             | <i>Not recommended</i>         |
| ■ Years 3-6       | <i>2-3 times per week</i>      |
| ■ Years 7-10      | <i>2-3 times per fortnight</i> |
| ■ Years 11 and 12 | <i>As required</i>             |

For more information refer to the [Blended Learning - Pedagogy Focus K-12](#) guide

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### **How can I stop students entering a Zoom lesson without the teacher being present .**

There are two parts to this question:

1. Make sure that you have set up your Zoom profile to disable the setting 'join before host'.
2. Delete the link at the end of the Zoom lesson through the calendar invite, **OR** you are able to delete the link at the end of the Zoom lesson in your Zoom user profile page under the Meetings tab.

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### **Do I have to record a lesson?**

Answer:

*It is recommended that teachers record lessons as evidence of curriculum engagement and to use as a resource to share with students who may be absent from the lesson. The recording is also evidence of what has occurred during a lesson.*

*1:1 lessons (in the exempted categories) **must** be recorded.*

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### **What do I do if a student does something inappropriate during a VC lesson?**

Answer:

*There are guidelines being developed for dealing with inappropriate student behaviour in a blended learning environment. These will be available soon.*

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### **What happens if my lesson drops out?**

Answer:

*There are three options:*

- 1. Attempt to rejoin the zoom lesson (use the calendar invite link)*
  - 2. Notify the students the zoom lesson is not able to continue and reschedule*
  - 3. Notify the students that the zoom lesson has been cancelled*
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### **What is a meeting id?**

Answer:

*A meeting id is a unique identifier that allows the student to connect to your lesson. There are two types, a personal meeting id (pmi) which remains active until it is physically deleted, through either the calendar invite or through the your Zoom personal profile - under the meeting tab. Pmi's are used for instant meetings. The second and preferred meeting id; is a One-Time Meeting id.*

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### **How do I get to my Zoom profile ?**

Answer:

*To sign in and access your profile page click the hyperlink <http://lismcatholic.zoom.us>*

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**Why can't I see the Zoom meeting schedule options when I create a Zoom lesson invite in my calendar?**

*There is a setting in the Zoom Chrome browser extension under 'Zoom Schedule Options' to 'Allow me to specify meeting options each time'. Make sure this is ticked.*

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Allow me to specify meeting options each time

Save Changes

Cancel