



## Protocols for Students to Support Online Conferencing: Video and Chat

The 'Culture of Responsible Learning' at UHS applies for all online learning experiences. Students are expected to follow our core values of:

Respect                      Diversity                      Excellence                      Community

During online learning, students are expected to:

- work from an appropriate space within your home that is conducive to school work and with minimal distractions – i.e. - not your bed
- join lessons on time
- be prepared for online sessions – including having read, watched or listened to relevant resources
- respectfully engage with your teacher and peers and follow any protocols for engagement outlined by the teacher during the session
- check Google Classroom for specific instructions about the current task before asking the teacher
- allow teachers to mute student microphones whilst they are talking so that everyone can hear the information/instructions without interruption
- actively participate in group discussions/collaboration
- ensure that the only participants in online conferences, beyond staff, are students enrolled in the class
- follow the behaviour expectations that apply at school as these also apply for online learning
- not record or photograph any part of the session – that is the responsibility of the teacher
- protect your own privacy by being mindful of the background
- wear appropriate clothing for all online sessions - we suggest wearing your school polo shirt or jumper for all live lessons.
- students who are required to be present at school are expected to come in full school uniform
- take a 5-minute break, away from screens, between consecutive online lessons and for the entirety of any scheduled break times
- video sessions may be recorded by teachers and links posted in Google Classroom to enable students to review session materials later

During self-directed learning, students are expected to:

- respond in a timely and appropriate manner to all online discussion threads, questions and tasks, as requested by the teacher
- maintain peer collaboration and support by responding productively and supportively to posts made by other students
- always use appropriate language when posting online
- avoid engaging in any inappropriate behaviours such as spamming discussion threads or posting inappropriate content/images and report any such abuse to the teacher
- adhere to timelines

Students behaving inappropriately online will be removed from the live forum and parents contacted as required.

Your teachers are here to help you, however it is preferred if contact with your teacher is restricted to your scheduled lesson time wherever possible. This will allow teachers to respond to students in a timely manner.

If, for any reason, you feel unsafe interacting in the online learning space, you are asked to disconnect from the session immediately and notify a parent/caregiver and/or appropriate Year Level Leader or Executive Leader.