



Remote Learning

@ GGS

Video Conferencing Protocols and Expectations

Geelong Grammar School will use the Zoom Video Conferencing platform as part of the Remote Learning @ GGS programme to communicate with students and provide a medium for collaboration, socialisation, learning, feedback and instrumental lessons. This will be an important aspect of Remote Learning @ GGS and we encourage all students to fully participate.

In all cases, Zoom sessions will be recorded as a digital record of communication and will allow all students, including those overseas and in different time zones, to (re)view published material.

Behavioural Protocols and Expectations

Student safety online is paramount. This is a responsibility which is shared by parents and guardians. A responsible and respectful approach is required by all at all times. Our teachers will guide students to learning platforms that can be used safely and securely; however, it is the parent's/guardian's responsibility to ensure that our students are safe, healthy and respectful online.

A useful reference source is the E-Safety Commissioner's [COVID-19 Online Safety Kit for Parents/Carers](#).

Zoom check-ins will operate with the same expectations and protocols as classroom times. However, Zoom video connections from remote locations present unique challenges.

Specifically, the School sets the following protocols and expectations for student participation in Remote Learning @ GGS:

1. Students should be in a 'shared' space within the home and preferably not casting from a private setting. Students should be set up to engage in remote learning in a well-organised workspace with good lighting, a desk or table and chair which promotes good posture, not on a couch or lying on a bed. Although in a shared space, there should be minimal background noise and distractions and students should turn their phones off during classes;
2. Students should not save a background to appear in the video, however, parents/guardians should be aware that the background environment will be visible and therefore, should be appropriate and free from items or information which the family would not otherwise wish to be seen;
3. Behaviour online needs to reflect our School's Philosophy, Character and Spirit and meet the School [Behaviour Rules](#)
4. Student audio must initially be disabled/muted;
5. Student audio muting/unmuting can be performed by students but should only be changed at the teacher's direction. Teachers will control these settings as required;
6. Student video must stay on at all times unless requested by teachers;
7. The ability for students to share screens is de-activated by teachers. Students must not share their screen unless they are requested to do so by the teacher;
8. Students are encouraged to wear headphones if they have them;
9. Students should dress appropriately. This requires students to be out of their pyjamas and dressed comfortably to support learning;
10. Students need to respect the learning space and the right of other students to learn in a respectful and collegial environment free from distraction;
11. Language used by students, both verbal and in the Zoom chat function, must be language that is appropriate in our School setting;
12. Throughout the Zoom class, students should be seated, comfortable and still; and
13. Students should not eat or drink whilst classes are taking place save for drinking water.
14. Students must not record the class or take screen recordings or shots. Classes will be recorded by the School and shared afterwards if required.

GGs will implement and maintain the appropriate privacy and security settings as available. Parents/guardians should discuss the appropriate privacy settings with students.

These security settings and privacy controls include:

1. Zoom session invitations will only be published in OneNote or Firefly;
2. All Zoom Meetings will include a waiting room so that every attendee can only access the meeting when the Host provides access from the waiting room.
3. Every Zoom meeting will use Encryption in transit;
4. Every Zoom Meeting should use a unit meeting ID;
5. Every Zoom Meeting should commence with the Host Camera muted
6. Every Zoom Participant should commence the meeting with the Camera On and all participant microphones muted;
7. Every remote learning Zoom session is to be recorded by the Host (Teacher)
8. Recordings will be made available to authenticated users only and will be password protected;
9. Recordings will initially be stored in the Host's GGS OneDrive account; and
10. Students are not permitted to record personal meetings/sessions.

These protocols and expectations are in place to best protect our students. As our community of learners and parents/guardians, we request that you not extract or release any of this material for any purpose without expressed written consent of the School.

All material used and supplied with Remote Learning @ GGS will remain the exclusive property of Geelong Grammar School and the School shall own all copyright and other proprietary rights.

If you have any concerns with your student participating in Remote Learning @ GGS in accordance to these protocols and expectations, please contact their Head of Campus.