



Enter to Learn, Go out to Serve

Student Guidelines for Safe and Appropriate use of Zoom

Zoom is the 'live' video conferencing platform that teachers may use for some online classroom meetings. Your teacher will always be the host of the meeting and will send you an invite for you to join a meeting at a specific time. This will usually take place during your allocated class time according to the timetable.

Please be aware that when you first arrive at a Zoom meeting you will be placed in a **'Waiting Room'**. This allows your teacher to commence the lesson when most people are present - much as they would in school. The lesson will not proceed if you are the only student to join that particular meeting. In this situation, your teacher will end the meeting and reschedule for another time.

The expectations below are designed to ensure Zoom lessons are safe and productive. If your teacher feels that you are not meeting these requirements, you will be given the opportunity to correct the issue. However, if your teacher is not satisfied that the issue has been rectified, you will be removed from the meeting.

Expectations of Students	
Dress Code	Please ensure that you are neatly presented and dressed according to the school standards. School uniform is not expected. Pyjamas are not appropriate.
Location	You should only participate in a 'live' Zoom meeting from a location where you can be visible to other members of the house and with the door open. Ideally this might be at a kitchen or dining room table. You should position yourself such that there is a blank wall backdrop that will retain privacy and reduce distractions to others. You cannot and should not engage in any Zoom calls from your bedroom.
Positioning your Camera	Cameras should be positioned to only display from the shoulders up.
Recording of Zoom Calls	Recording audio, recording video, or taking any photographs of a Zoom call with a teacher or student(s) is strictly prohibited.
Speaking and Listening	As in a normal lesson, it is important that you exercise good self-discipline and listen carefully to your teacher throughout the lesson. Unless instructed otherwise by your teacher, you should MUTE your audio. Exceptions to this might occur if you are asked a question, taking