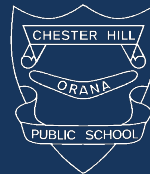


# CHESTER HILL PUBLIC SCHOOL

*Quality education in a caring learning*



Dear Chester Hill P.S. community

## **Zoom sessions**

Starting from Monday 23 August students that have been working online will be given the opportunity to attend a Zoom catch up with their class teacher in small groups.

Students will receive all details from their class teacher on either Yr 3 – 6 google classroom or K – 2 seesaw with the exact time for their small group catch up.

Teachers will adhere the Department of Education's Code of Conduct and Child Protection policies and procedures.

## **Teachers, parents and students will apply the below guidelines during Zoom sessions:**

- Parents should be aware of and are required to supervise students' participation in video conferences. Parents can help their child set up devices, but should not join any group/class chats being moderated by the teacher.
- Parents will be notified of the time of a zoom conference and provided with the link and password. It is recommended that zoom sessions will be no more than 20 minutes in duration.
- Help support your child to blur or set their background to an appropriate static picture at the beginning of the lesson.
- Students should inform parents when they are about to join a conference and who the conference host is. This is a good habit to develop for all online interactions.

## **The video conference via Zoom is a classroom and the same school and classroom behaviour expectations apply.**

- Ensure you are using the Department of Education licensed version of Zoom and you are logged on using your @education.nsw.edu.au account (refer to the information sheet "Getting Started with Zoom").
- Teachers, parents and students must be dressed in clothing appropriate for learning, i.e. no pyjamas or revealing clothing.
- Teachers will limit the use of screen sharing and chat functions.
- Where chat is enabled, participants must not post links to the chat board or click on links posted in the chat board without teacher approval.
- Video conferences will not be recorded.
- Only whole class or group sessions are allowed. Teachers will not conduct 1:1 video, audio or chat sessions with a student.
- Any misconduct will be managed in accordance with Chester Hill Public Schools Behaviour Policy.

Year groups have been timetabled a time for the small groups to be conducted. The timetable is:

Kindergarten	Monday	9 – 12
Year 1	Monday	12 – 3
Year 2	Tuesday	9 – 12
Year 3	Tuesday	12 – 3
Year 4	Wednesday	9 – 12
Year 5	Wednesday	12 – 3
Year 6	Thursday	9 – 12

Please download and install the Zoom app from the App store or Google Play

# Student Code of Conduct:

Ensure you are using the Department of Education licensed version of Zoom and you are logged on using your @det.nsw.edu.au account (refer to the information sheet “Getting Started with Zoom”).

- I will take full responsibility for my own actions when using the Internet.
- I will not give out personal information such as my address, telephone number, parents’ work address / telephone number, or the name and location of my school without the permission of a teacher.
- I will not send my picture or anything else without first checking with a teacher.
- I will follow our PBL Zoom/online Guidelines.
- I will not use Zoom to perform any act that may be construed as illegal or unethical.
- I will respect the privacy of my fellow students when using Zoom, at school and at home.
- I will follow the school expectations by ensuring I do not harass or intimidate others by sending mean or threatening emails/messages to others.
- I have discussed the Code of Conduct with my parents/carer.

Please see the following websites for more advice for parents to help children have safe, enjoyable experiences online:

- <https://www.digitalcitizenship.nsw.edu.au/>
- <https://www.esafety.gov.au/>

## Zoom rules:

Safe	<ul style="list-style-type: none"><li>• Use the Department of Education licensed version of Zoom and you are logged on using your @education.nsw.edu.au account</li><li>• Find a good spot in the house with few distractions</li><li>• Insert a virtual background</li><li>• Keep the link private</li></ul>
Respectful	<ul style="list-style-type: none"><li>• Arrive to the session on time</li><li>• Accept responsibility for your actions</li><li>• Use appropriate words, body language and tone</li><li>• Mute your mic if you are not speaking to eliminate background noise</li><li>• Dress appropriately. You may wear your school uniform.</li></ul>
Active learner	<ul style="list-style-type: none"><li>• Pay attention to the teacher or other students who are speaking</li><li>• Use the chat or raise hand to ask questions</li></ul>

As the Zoom sessions develop all students will be offered an opportunity to participate.

Stay home and safe.

Lance Condon  
Relieving Principal