

Information to parents/carers – Video Conferencing during Remote Learning

From the beginning of week 3 all classroom teachers, and the specialist teachers, will be opening up virtual class meetings. The Inclusion staff will also be in touch with families to use this to support student learning.

The Department of Education recommend and approve the use of **Cisco Webex Meetings**. Staff have been using this for a few weeks for whole staff, team and other meetings. They have been getting used to talking online and becoming familiar with the program. It is safe to use and endorsed by DET, meeting all safety, privacy and security requirements.

Teachers will open a meeting a couple of times a week for an hour or two. This will be shared, along with meeting details, on FlexiBuzz each morning as part of the already informative daily message. Students will be able to 'join' the meeting with the assistance of their parents. You do not need to sign up to the program and can join a meeting as a guest, by following the steps provided.

You do not need to join at all if you do not wish. This option will be there for students to have a conversation with their teachers, get help with a task or just have a chat. They do not need to be in the meeting from the start time and can stay for as little or as long as they need. Some children may find this too daunting and there is no pressure for them to attend. Others will like the opportunity to check in with their teacher. They may only be in the meeting for 5 minutes, and that is ok. For example, if a teacher has a meeting open from 10am til 11am, you may find time at 10.45 to join for 10 minutes and that is perfectly ok.

Wellbeing and social connections are just as important as learning is right now, and by providing this option, we hope that it will ease the pressure on parents and students as they can have conversations with their teacher and class mates in a safe and controlled online environment.

There is a chat option for students to type, if they do not wish to speak. The video/camera can be kept off the entire time. The microphone can be switched on and off to mute and unmute if your child wants to speak. Just listen to your teacher and they will give you instructions to learn how to use the program.

As the term progresses, so may the way we use this program. We will continue to keep you informed. We look forward to hearing how you go connecting students to video conference with their teachers.

Guidelines for Parents/Students

Parental/guardian consent must be provided for students to use this program.

- Parents, you must provide written consent to using Webex Meetings. Teachers will send a message to you via FlexiBuzz, asking for your consent to using the video conferencing program. It is optional. Please respond to the message by writing "I _____ (insert your name) give consent for my child/ren to use Webex during remote learning." We need guardians to say that you are happy for your child/ren to use the program if you wish to proceed. If the teacher has not received consent they will 'exit' you and your child until written consent is received in FlexiBuzz.

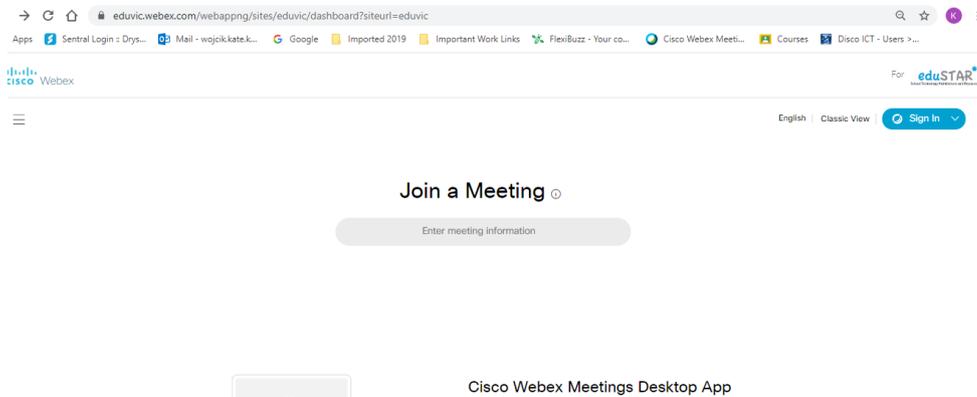
- Enter the meeting with the camera and microphone turned off.
- Make sure your child/ren are set up in a common area of the house, not in bedrooms. Teachers will not accept them in the meeting if they are in spaces such as this. The best place is the dining table or a desk in a common area of the house. A coffee table in the living room is good too.
- Check that the background is clear and where possible is a blank wall, so that other family members aren't seen walking by or any personal items are not in the screen.
- Students do not need to turn the camera on at all if they do not wish to.
- All Acceptable Use Agreements and online safety processes must be adhered to or teachers will 'exit' the child from the space. Students are expected to follow the school values and be respectful to teachers and their class mates at all times, whether talking or typing in the chat feature.
- Students must follow teacher instructions and only unmute microphones when asked.

Students Connecting to the Meeting – CISCO WEBEX MEETINGS

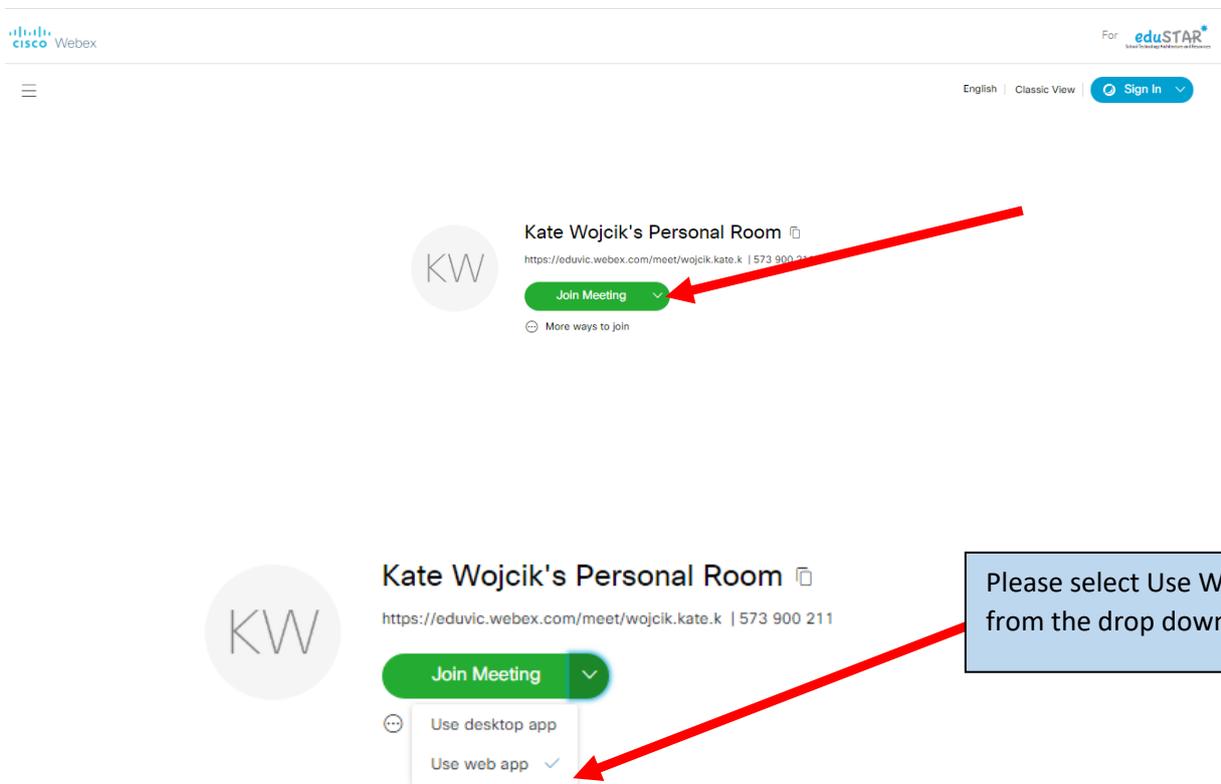
To join as a guest:

1. Open this link. <https://eduvic.webex.com>

You may wish to save it as a favourite in your browser.



2. This link opens the above page. Type the Meeting Number in the grey box and hit 'enter'.
3. Click on the arrow BEFORE clicking 'join meeting' and change the option to use web app.



Then Click Join Meeting.

4. Enter your child's name (This is the name that will appear in the Participants panel for the meeting with their teacher) and an email address.

The email address is not used for anything. This field in the program requires something to be entered in the format of an email address even if it is not active. We suggest you use the following for your child. childsname@dps.org Once you have done this once it may save for next time, particularly on the App.

Kate Wojcik's Personal Room

Enter your information

Kate

kate@dps.org

Next

Already have an account? [Sign in](#)

More ways to sign in

This will say your child's teacher's name.

Enter first name and email as shown (using your child's name not Kate!)

Click Next.

5. Click Join Meeting after you check the settings. We suggest you 'mute' your microphone on entering the meeting. If you wish to remain invisible we are fine for your camera to remain turned off as well.

Kate Wojcik's Personal Room

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Use video system Using computer for audio Default - Microp...

Click here to mute microphone, it will turn red.

The camera is already off.

Click Join meeting when ready.

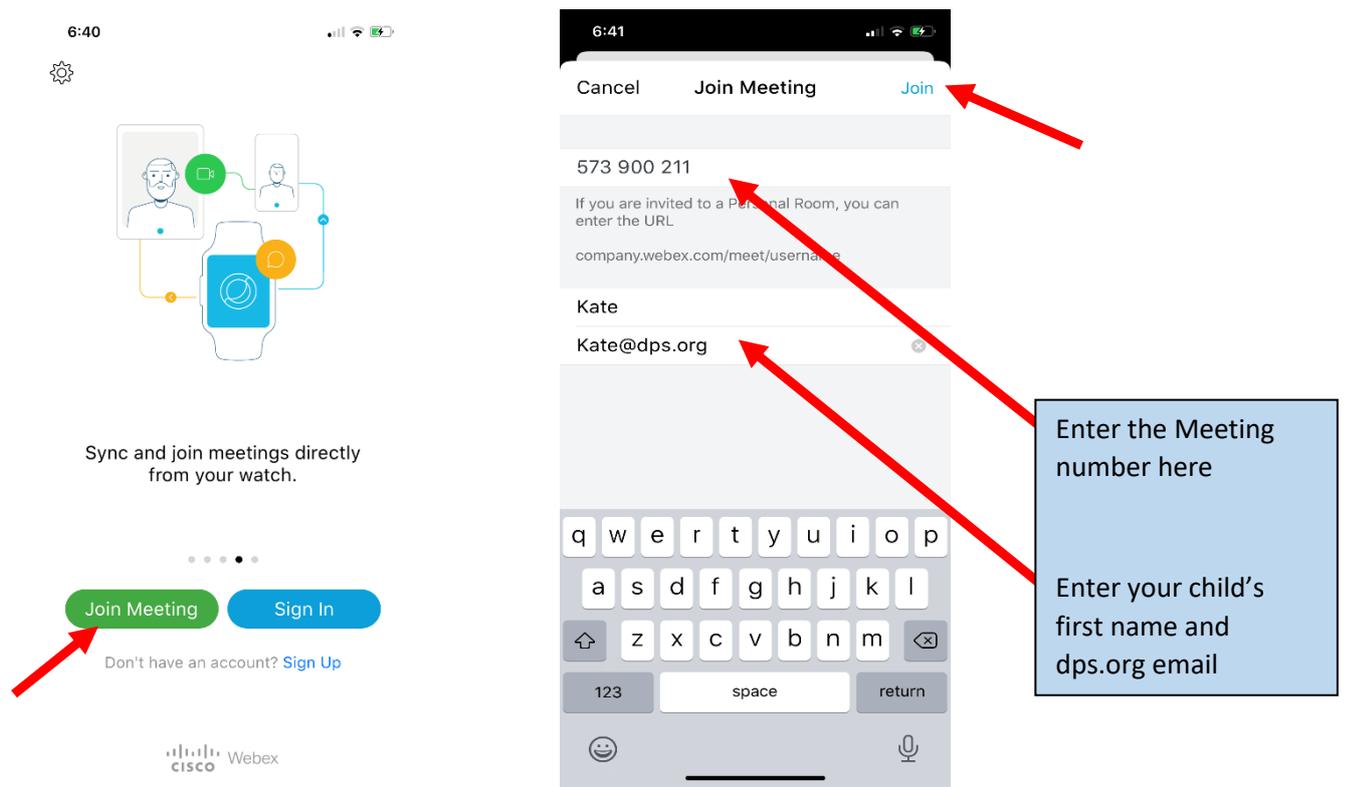
Enjoy talking to your teacher. Click the 'red cross' on the video screen to exit.

Downloading the App for iPads, Tablets and Phones.

1. In the Apple App Store or Google Play download 'Cisco Webex Meetings'

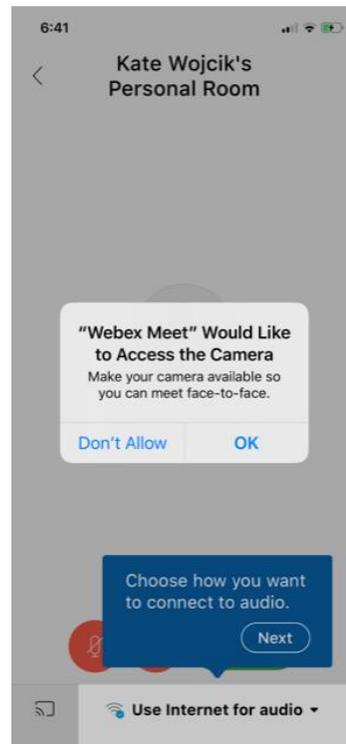
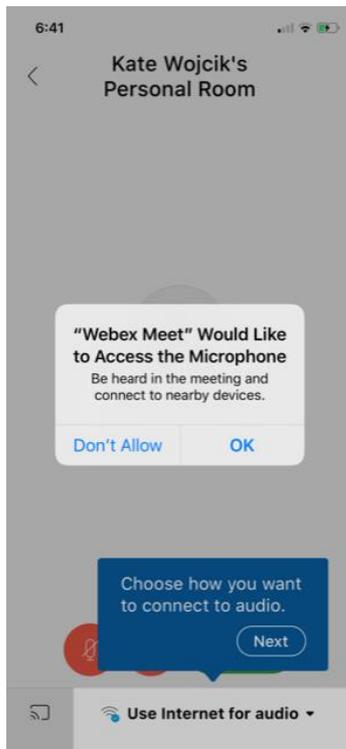


2. Once downloaded and installed you can open the App and click the green Join Meeting Button. (You DO NOT need to sign up) The second screen will appear. You need to enter the meeting number provided by your child's class teacher, along with their first name and email address name@dps.org as mentioned in the instructions above.



3. Once the details are entered, the blue JOIN button will light up in the top right corner. Click Join

4. You will be asked to allow access to the microphone and camera. Click OK for both.



5. Finally click Join. You can see the microphone and camera are off in this image, this is recommended when you join. Once in the meeting your teacher will say hello and chat to you and you can unmute your microphone.

