

VIDEO CONFERENCING AGREEMENT

At Discovery Bay International School, the safeguarding of our students and staff is our main priority. When there is a need for lessons to be conducted online rather than in the classroom, it is critical that all members of the school community have a responsibility to safeguard our students online. The School expects that all parents and students read and follow these guidelines to ensure a happy and secure online learning environment for us all.

We are going to be using the online platforms to make sure that your child's teacher is available to offer support during the working hours of the school day (Hong Kong time). Face to face interactions will be conducted through Google Meet to support students learning and wellbeing. It will not be a requirement for the teacher to 'teach live' for a whole lesson.

Google Meet could be used for:

- Pastoral check-in
- Academic support
- Class discussion and interactions
- Review and Feedback

STUDENTS

When using Google Meet, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Google Meet from an environment that is quiet, safe and free from distractions
- Make sure you are on time for your interactive sessions
- Dress appropriately for learning (no pyjamas, no swimwear)
- Mobile phones are to be switched off during sessions to avoid distractions and interruptions
- During 'live' sessions, it is essential that you close off other applications and focus fully on the session
- Always interact patiently, positively and respectfully with your teachers and peers
- Provide feedback to teachers about your experiences and any relevant suggestions
- You may not record any online interactions
- Start every session with your microphone on mute until the teacher asks you a direct question

PARENTS

To facilitate face to face conferencing during school suspension, parents can support by:

- Ensuring children have a workspace that is quiet, safe and free from distractions with an adult nearby if necessary
- Make sure your child is dressed appropriately

- Teachers will inform parents about any student behaviours or interactions that are inappropriate or not conducive to learning
- Communication online should only be between teachers and students. Any parent wanting to communicate with the teacher should do so using the usual channels of communication
- Parents may not record, share or comment on public forums about individual teachers
- Where it is appropriate to have one to one meetings, these will be recorded.

TEACHERS

- Video conference from an environment that is quiet, safe and free from distractions whilst in school
- Ensure they are dressed professionally
- Keep a record of engagement with online learning
- Google Meet sessions should take place during the working hours of the school day (Hong Kong time)
- Teachers will inform parents about student behaviours or interactions that are inappropriate or not conducive to learning
- Teachers will record all Google Meet interactions, including one to one meetings, for the safety of all concerned
- The meeting may be terminated at any point if the member of staff does not feel comfortable with any aspect of the conference
- Teachers will end the Google Meet when all students have successfully logged off, not before
- The first online session should focus on protocols and parameters of the real-time interactions sessions