













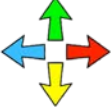




## VIDEO CONFERENCING SUPPORT FOR FAMILIES

The Limestone District School Board supports the appropriate use of video conferencing and virtual meetings for educational purposes, with a focus on privacy and security issues. Virtual sessions offer a range of possibilities for program delivery to students including audio only collaboration, or audio and video collaboration for remote and distance learning.

Preparation	
	<p><b>Understand the tool.</b> Before allowing your child to connect using a video conference tool, make sure you know the purpose and intent from the teacher. If necessary, participate in the first video conference to support your child and help them with the settings.</p>
	<p><b>Give consent.</b> Moving forward, you will be asked to allow your child to participate in future video conferences to support remote/virtual learning during this time. The teacher may be checking in with the class to see how they are doing and/or providing instruction. You may choose to turn the camera off on the student's device, or cover it, if you are uncomfortable. Your child will still see the teacher video and hear the conversation.</p> <p>Your child <b>DOES NOT</b> need to create an account to participate in a video conference. They should <u>not</u> sign-up for any video conference account without your consent. Your teacher will be using Google Meet, Microsoft Teams, or the Virtual Classroom tool in Minds Online. Each of these must be tied to your child's Limestone email account. Do <b>NOT</b> use private email accounts for access. Using only Limestone email accounts inside Limestone's approved platforms, helps protect people's privacy and helps keep our data secure.</p>
	<p><b>Check the invite.</b> You and/or your child will receive a link through their Limestone email, or in the Google or Minds Online classroom.</p>
	<p><b>Appropriate clothing and setting.</b> If your child has the camera enabled, please be sure they are dressed. This includes any family members that may run through behind your child's camera. Be aware of the surroundings of where the child will be participating in the home.</p>

	<p><b>Check the technology.</b> Check the audio to make sure your speakers are not turned off. You will be able to check the mic when you get to the video conference program. Figure out how to turn on/off the mic and/or video in the conference tool.</p>
	<p><b>Choose a quiet area.</b> Try to find a place to set up the device where it is quiet with few distractions so your child can engage in the conference. Try to keep other siblings and pets free from the conference.</p>
	<p><b>Check your lighting.</b> Make sure your child has front lighting so the teacher and classmates can see their face. A window in the background may silhouette your child.</p>
	<p><b>Check camera framing.</b> Make sure that your child's face and shoulders are centered in the frame of the camera.</p>
	<p><b>Check your background.</b> Make sure whatever is behind you, and visible to the camera, is simple and school appropriate.</p>
<p><b>During</b></p>	
	<p><b>Be on time.</b> Click on the link when the teacher has scheduled the video conference. Actually, you may want to join a couple minutes early.</p>
	<p><b>Be Ready.</b> The program may ask you to do a few things after you click on the link. Some tools ask you to download a client or connect by browser. Use the browser option, if possible. It may ask to allow the microphone and camera, click on allow.</p> <p>If the teacher set up a waiting room, you will get a message that the host will open the meeting shortly. You can check the mic and sound here.</p>
	<p><b>Troubleshoot.</b> You may have some technology difficulties. Check the settings on the video conference interface. The video and microphone icons usually have settings close by. Also, use the chat function to communicate to the teacher/others. You may be able to get help from the chat.</p>

	<p><b>Listen for expectations.</b> Your child may be muted when entering the room. This means that nobody will be talking except the teacher. The teacher will talk about the expectations and functions of the video conference tool. It will be awesome! Please help your child with the expectations and how to use the tools.</p>
	<p><b>Look at the camera.</b> Show your child where the camera is on the device. If they get a chance to talk, encourage them to look into the camera.</p>
	<p><b>Follow directions.</b> It is important that all participants follow the directions of the teacher to avoid distractions. Help your child pay attention because they will only have a short time to engage with the teacher and classmates.</p>
	<p><b>Say good-bye.</b> The teacher will end the video conference. This will close the video conference window. Make sure your child understands the assignment/action (if any) from the video conference.</p>
<p><b>After</b></p>	
	<p><b>Follow-up.</b> The teacher may follow up with a survey or instructional materials. You certainly can connect with the teacher directly if you have feedback, questions or need clarification. We are all learning and invite feedback!</p>