












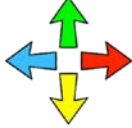




## VIDEO CONFERENCING FOR STUDENTS

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	
	<b>Get ready!</b> Your teacher has sent an invite to you or your family through your Limestone email, Google Classroom, or Minds Online. Check what day and time you will be meeting. Ensure you only use your Limestone account to access all tools. Do <b>NOT</b> use a personal gmail or other personal email account.
	<b>Get permission.</b> If you are under 13, make sure you have your family's permission to participate.  <b>You do not need an account!</b> The link from your teacher is all you need to connect through your Limestone account.
	<b>Appropriate clothing.</b> If your teacher enables the camera option, you will be seen from your shoulders up. Please wear school appropriate clothes.
	<b>Check the technology.</b> Check the audio on your device 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.
	<b>Choose a quiet area.</b> Try to find a place to set up the device where it is quiet with few distractions so you can engage in the conference. Try to keep other siblings and pets free from the conference.
	<b>Check your lighting.</b> Make sure you have front lighting so your teacher and classmates can see your face. A window in the background may create shadows on your face and others will not be able to see you.

	<p><b>Check camera framing.</b> Make sure that your 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 time when your teacher has scheduled the video conference. Actually, you may want to join a couple minutes early, just to be safe!</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 to test before the conference.</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 with the teacher/others. You may be able to get help from the chat.</p>
	<p><b>Listen for expectations.</b> You may or may not be muted when entering the room. Check to see if your mic is on. The teacher will talk about the expectations and functions of the video conference tool. It will be awesome!</p>
	<p><b>Look at the camera.</b> If you get a chance to talk, look into the camera on your device so your teacher and classmates feel like you are looking at them.</p>

	<p><b>Follow directions.</b> It is important that all participants follow the directions of your teacher to avoid distractions. Help your teacher and classmates enjoy this limited time together. It is good practice to turn your video and/or mic off when you are not speaking. This also allows the platform to work more easily for everyone.</p>
	<p><b>Say good-bye.</b> The teacher will end the video conference. This will close the video conference window. Make sure you understand 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 your teacher if you have feedback, questions or need clarification. We are all learning and want to hear your voice!</p>