



Students Using Video Conferencing (VC)

BEFORE YOU GET STARTED WITH VIDEO CONFERENCING (VC)

- Make sure that the room you are going to film in is clear of things that might embarrass you. Specifically, look at your walls and try to pick one that has a plain background that people will not take offense at or find humour in.
- Tell others in your house what you are doing. Your parents can help with controlling your siblings. If your parents know and understand what it is you are trying to achieve, then they will help make sure that it all goes smoothly. See [Video Conferencing Guidelines for parents](#).
- Sit still and quietly for a moment and listen to the sounds around you ... if you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening in your surrounding environment.
- Consider using headphones so that you can hear clearly.
- Remember that you are going to be in an educational environment! Dress appropriately and act accordingly as the same rules at school apply in a virtual environment.

WHEN IN A VIRTUAL MEETING

- Make sure you are on time.
- Start with your microphone muted and wait to be invited to speak by the teacher.
- Understand that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.
- Students should comply with [Diocese of Cairns Responsible use of ICT and social media student policy](#) which is the norm being used by your school.
- Get familiar with the tools ... use the “Chat” feature to ask questions of your teacher. This way your teacher can answer you directly and communicate the response to the whole group.
- Participate in the learning activities.

AFTER THE MEETING

- Make sure you use the Leave Meeting menu to exit the meeting when it is finished
- Follow Up the learning activities and complete all assigned tasks.