

## Video Conferencing Guidelines (Google Meets or Zoom)

Updated 8.21.2020

During the 2020-2021 school year, in any virtual modality synchronous instruction is expected. As Google Meet is part of our statewide privacy agreement with Google, we ask you to use that tool with students. However, most recently, the Green Bay School District was able to procure an approved data and privacy agreement that meets our state's standards. The District has purchased educational zoom licenses for the majority of teachers, using your Whitefish Bay School District email. Find training for using Zoom and Google Meet on the [Instructional Technology Website](#).

Instruction online and in remote learning opportunities will look different for staff as compared to teaching in a traditional classroom. The following are some guidelines and things to keep in mind as you move your instruction online.

1. **For the safety of both students and teachers**, videoconferencing should NOT be used for one-on-one communication between students and teachers. (This is aligned with similar rules and [District Policy](#) prohibiting one-on-one communication via phone, text message, and social media.)

- An exception can be made for our teletherapy, specially designed instruction, or intervention support services as determined by PSST, with written permission from a parent for a specified appointment where individual online instruction is needed.
- An exception can be made if the teacher seeks out and is granted written permission from a parent for a specified appointment in a specific circumstance where individual online instruction is needed and has also been pre-approved by your building administrator.
- You may hold an open meeting for ISH (high school) or during office hours where students can join and leave as needed. This is similar to having students in your classroom one-on-one with the door open.

2. **Do not record live video conferences unless requested by the District**. This is in alignment to our [WEB Board policy](#). Anytime anything gets recorded, we need not only specific permission from all participants (and some are not old enough to grant the permission), but we may need to store it as a record. Teachers may record other instructional material or non-live lectures and post for students to view. These recordings, if needed, will be kept on a work computer, the digital learning platforms or drive.

3. **Do not post links** to video conferences on any **public website** due to the potential for hacking or outside actors gaining access to students and student information (This does not include your secure platforms - Canvas, Seesaw, Google Classroom.)

4. **Students or anyone else from outside of our district**, will not be allowed to join the videoconference, including children or families of the teacher. (A "common sense" exception may be made for teachers whose own children are studying from home and who have no other option for supervision in the home during the time in which the video conference takes place, but they should not be shown.)

5. **Live-streaming video in an in person classroom-** Although the instructional content delivered via these platforms will be largely consistent with what is provided in the school setting (**during direct instruction**), we understand the context is different given both the method of delivery and having the service delivered in the home setting. District guidelines are that all live streaming of in-person classrooms **will include only the classroom teacher**, and not the students that are attending in-person. We need parent/family written permission to show students. Limited permission was requested during on-line registration. The permission was requested for one peer to peer interaction and for small group collaborative purposes only. Teachers need to ensure that only students who were granted permission participate that way. Showing your full in-person class is not allowable through the written permission. Student privacy of the students in person should be maintained. However, students who are at home, can have their own discussion and groups online in breakout rooms/spaces. At no time should all students in a classroom be on a zoom, even if all students have written permission, without the technology department knowledge. Zoom usage is heavy on infrastructure and the priority is live-streaming classroom teachers, and that is what we verified with our network company. We want to ensure we are not “crashing” our system and affecting other students' core instruction.

6. The **teacher must always be the last person to hang up or end the meeting** for all. Please remove students from the call before exiting if they don't do so themselves.

7. **Students need to be supervised in video calls at all times.** This means if breakout rooms or a similar feature are used, a teacher needs to check-in on each session.

8. **Students will receive lessons on how to behave appropriately in a video conference call from the LMC team.** For an example of what they are working with elementary students and families click [here](#). The secondary lessons will be built into Canvas, and will be delivered during student advisory periods. Keep the following recommendations in mind as well:

- If students who join the group are not dressed appropriately, the teacher should stop the online conference and contact the student's parent/guardian. For example: If a student joins the group with no shirt on, etc.
- Zoom and Google Meeting Set Up:
  - Have a waiting room and only allow students into the video conference room that should be there.
  - Consider turning off chatting and/or annotating capabilities as it is most likely a distraction from the lesson, much like note passing.
  - Don't allow students to alter their background as it can be a distraction for teachers and other peers. If a background must be set due to circumstances in the home environment, parents should consult with the building administrator about what is acceptable beforehand.
  - Cameras- should kids have to show their face? *This issue is a bit more complicated. For example, some of our Muslim students don't wear their hijab in their homes, and don't want to be seen on camera. There those who may not want to show their homes to others for a number of reasons. These are sensitive topics and require sensitive approaches. A thought would be to have students to either turn their camera on, or use their school picture so they are recognized. When they are in breakout rooms, most students should turn on their cameras so they can see and work with each other (Fischer, Frey and Hattie, pg. 30).*
  - Establish expectations for synchronous instruction with your class and post them in your learning management system.

- If a **teacher witnesses something inappropriate in the background**, the video conference should be stopped immediately and the parent/guardian should be called. Follow administration guidance based on the student handbook of violating our Edtech Technology policies.  
**Be aware of what room you are using to call from** and what's in the background of your video image. Do not have anything hanging up or in the background with inappropriate language or pictures, or representing any product such as alcohol or drugs.
- Be mindful of language used in the video, just as you would in a classroom. All users – students and teachers – should inform their households when they are on a live video call.
- Don't move around your house when you're hosting a video conference. Find a comfortable spot to sit, with your laptop in a comfortable position, and leave it there for the duration of the call. Students do not need a tour of your house unless that is somehow part of the lesson.

Students that violate the District's Educational Technology policies may lose the ability to be part of video conferencing or may be subject to the disciplinary actions noted in the appropriate student handbook.

Reference: Fisher, D., Frey, N., Hattie, J., *The Distance Learning Playbook*, Corwin, Thousand Oaks, CA. (2021)