



MOSSFIEL PRIMARY SCHOOL

WEBEX MEETING POLICY

PURPOSE

Mossfiel Primary students will be able to meet with their teacher/s in a secure location online.

DEFINITIONS

Webex is a secure meeting place provided. It has been approved by the Department of Education and Training, for use in Government Schools.

POLICY

Teachers will notify students when they wish to conduct a Webex with the class, small groups or individual students. Parents are encouraged to be within range for all conference calls with their child.

Students will be provided a link that they will click on and will be able to meet with their teacher/s. No other outside person will be able to join the link, unless they are invited. Students can not use the link unless the teacher who created the meeting is present.

Teachers will ensure that any live classes on video conferencing systems are supervised to ensure:

- only students and appropriate teaching staff are in the live class
- discussions involving personal information are limited to only that which is needed
- students behave and dress appropriately

Teachers may have one-on-one conversations with you or your child via video conference, given that this cannot take place in the physical classroom.

To ensure the safety of students:

1. Make sure that there is a webcam cover which can hide the webcam from view when the student is not in a live video class (a post-it note, tape or a band-aid can be used as an alternative to a webcam cover).
2. Let a teacher know of any unauthorised access to any class and about any other unusual cyber activity.
3. Talk to your child about cyber safety and ensure they know to inform you and their teacher of any unusual cyber activity or in the unlikely event they are approached by unknown persons online.
4. Help your child understand they should only participate in live video chats that the teacher or a fellow student has invited them to join and immediately leave any live video chats with any unknown persons, and to advise you and their teacher if this occurs. This will also be explained to your child by their teacher.
5. Ensure your child's workstation and surrounding work area is suitable and appropriate. This may involve the use of headphones if you have them.

We will ensure that information is handled in accordance with the school's policies including:

- Mossfiel Primary School Privacy policy

This policy can be found on the policy page <http://www.mossfielps.vic.edu.au/> These will be used to inform the school community on the behavioural expectations when using the above online learning systems at home.

Students must not:

- re-post a message that was sent to you privately, without the permission of the sender.
- take or distribute photos, sound or video recordings of anyone connected to the Mossfiel Primary School or other people, including background figures and voices.
- upload/post/email images, video or sound, containing members of Mossfiel Primary School staff and students onto social media platforms or any other website or app
- make deliberate attempts to disrupt other people's use of ICT.

FURTHER INFORMATION AND RESOURCES

- Mossfiel Primary School Student Wellbeing and Engagement policy
- Mossfiel Primary School Digital Technology policy
- Mossfiel Primary School Bullying prevention policy

REVIEW CYCLE

School/VRQA/Department	Approval Process	Last Updated	Review Cycle	Scheduled for Review
School	Not Required	May 2020	1 year	May 2021