

Advice and Protocols for online video in *Learning from Home* (as at 27 March 2020)

The Department of Education's [Learning from Home site](#), states clearly that "Teachers can use web conferencing tools...to conduct live broadcasts or lessons with students."

Note: Teachers are not *required* to create videos or hold video-conferences. Teachers and faculties are free to choose from a range of strategies for their students.

Key Questions

1. What are the different online video options?

- **Pre-recorded lesson** – Students watch a video file that has been developed by the teacher/s, recorded in advance and shared for viewing at any time.
- **Video-conference** - An online learning experience that is live and interactive. This happens at a fixed point in time.
- **Web-cast** – This is a live online presentation, but without interaction with students.

2. If I want to do this, what technology can I use?

Several software options are available. Teachers are *not* instructed to use, or prevented from using, any specific software. However, the software you choose must have features to enable the protocols below to be followed.

3. Is there PL and how can I learn more about this?

PL will be available for staff. Simon Harper will provide further information to support you with this. Please contact Simon at (simon.harper3@det.nsw.edu.au). A summary of software options and teacher contacts will also be provided.

4. Are there protocols to follow when I do this?

Yes, please adhere to the protocols below. These protocols are in place to support teachers and students. Make sure you have practiced with the software and are confident with these protocols before using with students.

5. Who should I share my video content with?

Webcasts and pre-recorded videos should be offered to all students across the course, so that all students within course have the same experience.

6. What equipment do I need?

A school laptop is sufficient, but a set of headphones with a microphone is also worthwhile. Ensure you have a secure internet connection during a video-conference session so that it is not interrupted. Practice is highly recommended.

7. What information have students received about this?

Students and parents have been emailed the Student Technology User Agreement and reminded about the importance of appropriate "behaviour" when *Learning from Home*.

Protocols for online video

- Remember that any video shared online (live or recorded) is permanently in the public domain.
- Recordings should only be made of teacher instruction or explanations. Do not record “live” video conferences with students. Recordings must not include student voices or images.
- The recommended length of a pre-recorded online lesson is 15 minutes. This is not fixed, but is recommended to keep file size low, make file sharing easier and encourage engagement.
- Save your recorded video file with a title that reflects the relevant syllabus area being addressed. Make this file available to your Head Teacher. Please ensure the file is available to all students in the course.
- Ensure that you can control student audio and video (ie, teachers can mute student audio and video). Be vigilant.
- Student images must not be shared in a video conference – even if it is live. Student questions, ideally, should be asked via the text chat function in your software.
- Video-conferences should be conducted with class groups only. Teachers must not hold live video-conferences with a single student.
- Ensure that students cannot interfere with other students in the video-conference (ie, students cannot mute/unmute/remove anyone else).
- Wear professional clothing.
- Use formal, professional language.
- Minimise background noise.
- Ensure there is a plain background only in the space behind where you are working - nothing at all should be visible behind the presenter.
- Have a clear lesson plan and agenda to follow – consider writing a script for key points.
- Stay close to the microphone so that audio is clear. Run a microphone and speaker test before the session starts.
- Repeat questions from students before providing a response to ensure all students know the context of your answer.

Online Video Software Options – A Summary of Options

For more information and training guides go to the <https://www.killarabyod.com.au/creating-online-learning-environments.html>

Key Features Checklist:

	Microsoft Teams	Zoom	Adobe Connect
Who can help me with this?	Caroline Wong Simon Harper	David Browne, Sarah Mulholland, Alexander Kammer	Sue Powell
Advantages of this software?	<ul style="list-style-type: none"> * Inside DoE Portal * Good functionality * Teacher control over participants * Link to class notebook * Record and edit video later * Records student attendance 	<ul style="list-style-type: none"> * Simple * Easy to use features * Teacher control over student participants * Reliable video and audio quality * Record and edit video later 	<ul style="list-style-type: none"> * Inside DoE Portal * No separate login * Referenced on Learning from Home site * Very complete set of functions
Disadvantages of this software?	<ul style="list-style-type: none"> * Not connected to Google Classroom * Students need a lot of guidance with using Teams * Set-up details are manual, not automatic 	<ul style="list-style-type: none"> * Need to create a (free) account first * some users report pop-up Ads – be aware 	<ul style="list-style-type: none"> * old and clunky * Recent reports of Unreliable video/audio quality * Big program, needs bandwidth and processing * Set-up takes longer
Features Checklist			
Teachers can mute student audio	YES	YES	YES
Teachers can mute student video	YES	YES	YES
Text Chat	YES	YES	YES
Screen Share	YES	YES	YES
DoE Portal	YES	NO	YES
Hyperlink to join	NO	YES	YES
Whiteboard	NO	YES	YES
Can Change background behind presenter	YES	YES	YES
Share file	YES	YES	YES
Gif and emoji	YES	NO	NO

Why isn't Google Hangouts in this list?

Google Hangouts does not fully allow teacher control of student participants. It also *requires* students to be outside their DoE account. Therefore, whilst Google Hangouts are becoming widely used for teacher Video Conferencing, we recommend against using this platform with students.

SCHOOL TECHNOLOGY STUDENT AGREEMENT

Learning from Home

- I will use my laptop during Learning from Home lessons at the direction of the teacher and regularly save my work to a backup source.
- I will use my own portal/internet log-in details and will never share them with others.
- I will use strong passwords and not share any personal information.
- I will not hack or bypass any hardware and software security implemented by the Department of Education or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:

I agree that I will abide by the school's School Technology policy and that:

- offensive
 - illegal
 - threatening
 - abusive
 - defamatory or
 - considered bullying.
- I will not take photos, or make a video or audio recording of anyone without the express permission of each individual.
 - I will report inappropriate behaviour and inappropriate material to my teacher.
 - I will not plagiarise information and will observe appropriate copyright laws, including acknowledging the author or source of any information used.
 - I understand that my online activities while Learning from Home provide a record (eg Google classroom) and that these may be used in investigations, court proceedings or for other legal reasons. All material on the laptop is subject to review by school staff. Where a school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.
 - I will ensure my laptop is charged every day and use my laptop and other school technology for learning purposes only during Learning from Home lessons.