



## **West Plains School District - Video Conferencing Guidelines & Tips**

#1: Remember you are on camera and live. The advantage of video conferencing is that you can take advantage of facial expressions, inflection, and tone of voice. Remember to think before you respond to make your thoughts and ideas clear to your students, parents and colleagues.

#2: Adhere to the same standards of behavior during the video conferencing session that you would follow in real life and in your classroom. This includes inappropriate dress, mandated reporter responsibilities, etc. If at any time you view or experience something inappropriate or of concern, stop the videoconference and report the incident or concern to your site administrator. Contact the student's parent, if needed.

#3: Be mindful of your tone and expressions during the video conferencing session. This is not an anonymous session. Your voice and video are viewed by all who are participating.

#4: Remain professional in your communication with your students, families, teacher teams, etc. Be aware of your environment and your students'. This includes family members who may accidentally be seen in the background of your video. Let family members know, in advance, that you will be videoconferencing with your students or colleagues.

#5: Respect the context of the video conferencing session. Keep video conferencing sessions within the context of the conversation.

#6: Use the Waiting Room feature, which allows hosts of the meetings to see participants in a virtual staging area so they can be vetted and so they can't join the meeting until the host gives the green light, according to the post.

Approve participants one at a time or in very small groups to reduce the chances of an unwanted/uninvited participant.

#7: When a new student is added to the session, look closely at their video feed to ensure they are properly dressed and the background is appropriate. If possible have students orient themselves so there is a fixed background such as a wall rather than an open room, hallway, or doorway.

#8: Video conferencing with your teacher teams: Video conferencing provides opportunities to share knowledge. It is important to consider opinions from your colleagues who are engaged in the video conferencing session. Strive for a fairly equal balance among the group.

#9: Only district students/parents should be allowed to join Zoom meetings. This helps prevent sharing of sensitive information and limits the likelihood of disruptive incidents. It also ensures time is devoted to district students and helps protect their privacy.

#10: Be forgiving of mistakes during the video conferencing session. Video conferencing is a new communication platform. There are bound to be technical glitches; be patient during the session.

#11: Video conferencing should be used appropriately and only to enhance teaching and learning.

#12: No video-conf/Zoom info should be posted online - Facebook, Instagram, etc.

#13: Passwords should not be shared with others.

#14: There are two ways to eject people from the room.

1) The "Put In Waiting Room" feature will send the participant to the waiting room, allowing the teacher to let them back in the room today or during a future use of this meeting room.

2) The "Remove" feature may be used to eliminate unwanted participants and will prevent them from entering the meeting room again. Only use the "Remove" feature if you intend to never allow that participant to join the meeting room again.

#15: Keep all Zoom invites and information private and only give info to those who will participate in your meetings.

#16: Disable private chat. While communication between teacher and student would be private, it also allows the students to send private messages to each other that the meeting host(teacher) cannot see and do not come out on a chat transcript.

#17: Use the CONTROL SCREENING feature of Zoom. This gives you the ability of who can share docs and other items with the group.

#18: Lock the Zoom meeting once you have started.

If you have additional questions, please feel to reach out to [ana.snodgras@zizzers.org](mailto:ana.snodgras@zizzers.org)