DIGITAL PLATFORMS AND RESPONSIBLE USE

- **Learning conferences and online meeting protocols: What will a Learning Conference involve?**

Once a week, EVERY child will 'go live' with their classroom teacher for a one on one learning conference via
Webex (an online video conferencing tool).

This time will mainly focus on your child's learning. If parents have other matters they wish to discuss with the teacher please make contact via COMPASS or contact the school directly.

During the conference the teacher will:

- Check that an adult is present.
- Check in on how learning from home is going.
- Talk about the learning and make sure everything is clear.
- Make adjustments to the work based on each child's learning needs.
- Check your child's learning goals.
- Check in around any additional support that may be required from school.
- Remind parents that they are not to record the conference due to privacy reasons.
- Ensure children are dressed appropriately for a conversation with you (not in PJs etc.)
- Remove the participant or turn off video/audio at any time if they deem necessary.

*_AN ADULT MUST BE PRESENT DURING THE LEARNING CONFERENCE._ If an adult is not present, the teacher will conclude the conference and contact you to organise an alternative time.

Q and A

How will I get the link to the WebEX meeting?

Each family will receive a phone call or email form the teacher to organise an agreed time and from there the child will be sent a link or 9-digit code to their email or Google Classroom.

I've never used WebEX and don't know how it works. What do I do?

Relax. WebEX is very easy to use and all our staff will be able to support you. You can start by downloading the WebEX MEETINGS APP to your child's device. This page https://www.webex.com/downloads.html/ is where you can DOWNLOAD the WebEX App for any of your devices. When you get the meeting link or code from your teacher, you should be able to just CLICK the link or enter the 9-digit code and click join meeting.

Do I/does my child need to have a WebEX account?

No-you do not need a WebEX account to join a meeting. All you need is the meeting link or 9-digit code that your teacher will send you. It's as easy as CLICK THE LINK or enter the 9-digit code and click join meeting.

What if WebEX doesn't work?

No problems. Learning Conferences can be done over the phone also if this is required. This is our Plan B.

What if we have other commitments when my child's Learning Conference has been scheduled?

No worries at all. Contact your child's teacher and they will be able to sort out a different time for you. Too easy.

Does my child need to wear school uniform?

No. Casual clothes are fine for Home Learning, however, we ask families to ensure children are dressed appropriately for a conversation with their teacher, e.g. We don't want kids turning up for their Learning Conference in their PJs.

Do we need to prepare for the Learning Conference?

The best way to be set for the Learning Conference is to have a copy of your child's Learning Timetable with notes about what they have been doing during school time. This will help them remember during the conversation.

Further information regarding WebEX:

https://www.webex.com/webexremoteedu.html

- **Cyber Safety Tips-eSafety Commissioner:**

  https://www.esafety.gov.au/

- **DET info around online tools:**

  https://www.education.vic.gov.au/school/teachers/teachingresources/Pages/accessingdepartmenttechnologies.aspx

- **Instructions for accessing DET provided technologies for collaboration (clearly states WebEx is preferred.)**

  https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/How-to-access-learning-from- home-Students-Parents.pdf

- **COMPASS:**

   https://bpnps-vic.compass.education/

  or download from the App Store or Google Play Store

* Parents sign into their accounts using their credentials provided by the school and students sign into their own accounts using their school credentials.

Click Here *for a help sheet on how a student accesses their Learning Tasks in COMPASS.*

- **Google Classrooms:**

  How do I use Google classroom as a student? Signing in for the first time….

  https://support.google.com/edu/classroom/answer/6072460?co=GENIE.Platform%3DDesktop&hl=en

- **Accessing Email using Microsoft Outlook:**

   https://outlook.office365.com/owa/education.vic.gov.au

  or download from the App Store or Google Play Store

Students use their eduPass credentials (provided by classroom teachers) to log

in. Username: **username@schools.vic.edu.au**
Password: **(Ask the Teacher or Staff if you don't know the password)**