



**WEST CHICAGO
ELEMENTARY
SCHOOLS**
Together for Excellence

D33 Video Conferencing Recommended Guidelines for Teachers, Students, and Parents

It is important to note that remote learning is new for *everyone* - we expect varying degrees of success for teachers, students, and families in the coming weeks. We are offering staff virtual training on remote platforms; this is a teaching and learning moment for all of us. We will continue to review, reflect and revise as necessary.

Video Conference Platform

The District recommends the use of [Zoom](#) in conjunction with Google Classroom and [Google Meet](#) as an alternative to Zoom. Unfortunately, Zoom does not allow us to restrict students from creating/initiating a meeting. The Technology Lead Teachers will be working with our staff to ensure they follow some basic protocols to ensure security. While precautions we are putting in place will help, it is not 100% fool-proof. As always, we ask that families monitor their children's device usage as closely as possible.

Zoom [Best practices](#)

[Video for how to implement best practices](#)

Google Meet [Best Practices](#)

Meet [Features](#)

Classroom Teacher Guidelines:

- Use Meeting Password (Zoom)
- D33 Staff is Organizer/Host (Zoom/Google Meet)
- Enable Waiting room when available (Zoom)
- For group meetings, invitations must be sent to parents at least 24 hours prior to the meeting (ex. Google Classroom, Seesaw, Talking Points, e-mail)
- No public posting of video session that students attended
- No public posting of meeting link that students attend
- Have a plan for your video conference, communicate that plan with parents/students prior to the meeting
- Contact your building administrator if a problem arises during the contact session



Student Guidelines:

- The Board of Education's policies and student behavior standards will still apply when a student is receiving instruction by video or other remote means
- Video conferencing is a privilege
- Remember, your camera is live
- You are not anonymous
- Think before you speak/type
- Be a good listener
- Take it slow
- Students and families should not take photos, screenshots, record any video, or audio, from these conference sessions. You do not have permission to do so.
- Persons other than the student should not watch livestreamed classes, unless a parent's assistance during the lesson is essential due to a student's special needs.
- Students must completely log out of any livestreamed lesson after the teacher has ended the class.
- Failure to abide by these expectations and other student behavior standards will subject the student to disciplinary measures in the same manner as if the conduct took place at school.

Parent Guidelines:

We are using a number of tools (Zoom, Google Meet) for video conferencing. We also have filters in place on District devices. We use GoGuardian for Chromebooks and Securely for iPads. As stated above, while the precautions we have in place will help, nothing is 100% fool-proof. We ask that families monitor their children's device usage as closely as possible.

To ensure these tools are being used appropriately by students, we need parents to help:

- Parents/guardians should be mindful of what family activities would potentially be heard/seen during the students' use of video conferencing. This is a great tool to keep students connected, but please have your students use these tools somewhere near enough that you can monitor, yet private enough to concentrate on their work.
- Please have students dress appropriately when video conferencing and make sure that there are no distracting materials or backgrounds.
- Recording conference sessions: We encourage teachers to record non-confidential video conferencing sessions. There may be some sessions a staff member may want to record specific instructional group activities. We want and need our staff to be efficient and effective when covering material or providing reinforcement. Therefore, here are some guidelines about recordings:
 - All sessions may be recorded by the staff member, please turn off the camera and/or microphone if privacy is of concern.
 - These recordings will not be publicly available
 - Students/parents/guardians, should not take photos, screenshots, record any video, or audio, from these conference sessions. You do not have permission to do so.

Please be advised of the following:



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- The District's Acceptable Use Policy for Technology remains applicable as well as the Student Behavior Policy.
- District personnel cannot guarantee who is listening or viewing remote online instruction and services. Please monitor your child's online use.
- District personnel will take all reasonable steps and use privacy settings to maintain confidentiality during instruction and services.