















Video Conferencing Norms for Teachers, Students, & Families

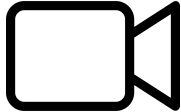
Preparation	
	<p>Advise families and get consent. Before using a video conference tool, make sure families know the purpose and intent for its use. Families are giving consent by allowing their children to access these tools. Do a test run and meet the family via a video call. Make sure to advise them to set up the camera so there is as little background showing as possible, and with as few distractions in the room as practical.</p>
	<p>Scheduled meeting by the teacher and student invite: Make sure your students receive the video link through a private educational platform such as Google Classroom, Zoom, Seesaw, Dojo, Schoology, Student Information System, etc. Parents make sure that invites are from your child's teacher.</p>
	<p>Preset mute. When you are creating your meeting, check "mute microphones upon entry" in your settings. This will eliminate background noise and unnecessary chatter in the beginning. Disable the video option if you are not showing student faces. Parents this is important if you don't want your student to be seen.</p>
	<p>Wear appropriate clothes. If your child has the camera enabled, please be sure they are dressed. This includes any family members that may run through behind your child's camera.</p>
	<p>Check your technology. Check the audio to make sure your speakers are not turned off. You will be able to check the mic when you get to the video conference program. Remember if you don't want your child to be seen you must turn off the video part of the conferencing.</p>
	<p>Check your lighting. Make sure you have front lighting on your face. For example, face a window or light, otherwise, if the light is behind you, your face will only be a silhouette.</p>
	<p>Check camera framing. Make sure that your head and shoulders are centered in the frame of the camera.</p>

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During	
	<p>Be on time. Make sure you are on time for your meeting.</p>
	<p>Set Norms. Start with your expectations of the video calls and how participants should interact/participate. You would do this naturally in your face-to-face classroom settings. The same needs to be done on video calls. Finally, build community norms once they understand the tools.</p>
	<p>Pay attention. Watch the chat and video thumbnails of your participants. You can respond to chat verbally or by chat, and check on engagement through videos. Also pay attention to who is attempting to talk over whom. These dynamics must be managed differently on video sessions as opposed to face-to-face meetings.</p>
	<p>Mute yourself. When you are not talking, mute your microphone. You never know when your dog will bark or child will cry.</p>
	<p>End the conference. Be the last one off the video conference by ending the meeting. You will end it for all participants to make sure students are not left in the conference space.</p>
After	
	<p>Follow-up. Connect with your participants via email or your communication platform. Review main points of the conference and include any follow-up materials.</p>
	<p>Ask for Feedback. At the end of each session, ask your students for their feedback. Were they able to hear you and each other easily and clearly? Did they have any technology problems?</p>

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Additional Points



If you are meeting with students, **do not** record the session.

However, if you are meeting with adults and choose to record the meeting for others to watch later:

Get Consent: Make sure you alert the participants and remind them they may leave the meeting or turn off their camera if they are uncomfortable.

Share the Recording: If you recorded the meeting, share the link in an email or post to a shared location where participants can view.



Technology Support

If you need technology support, check for online tutorials and support specific to your video-conferencing tool.