

# Video Conferencing

## A Guide for Students

1. Dress in appropriate smart casual clothing
2. No pyjamas or singlets, appropriately covered and hair off your face
3. Find a quiet place with no distractions and the lights on
4. Pick a background like a blank wall, your bed **MUST NOT** be in background
5. Make sure your internet connection is working

### **At least 5 minutes before the presentation begins**

6. Position yourself (top part of body) in front of your computer's camera
7. Locate and click the link sent on Google Classroom by your teacher
8. Mute your microphone (to avoid excessive noise)
9. When it is time, join the meeting

### **During the video conference**

10. Remember to practice good digital citizenship, being kind and respectful
11. Unmute the microphone only when the teacher gives you permission
12. Keep movement to a minimum
13. Avoid distractions, phone away, no social media or games open
14. Use the chat to ask questions about the learning content
15. Hang up when the video conference is over

'Your learning, in person and online.  
We continue, we care.'



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