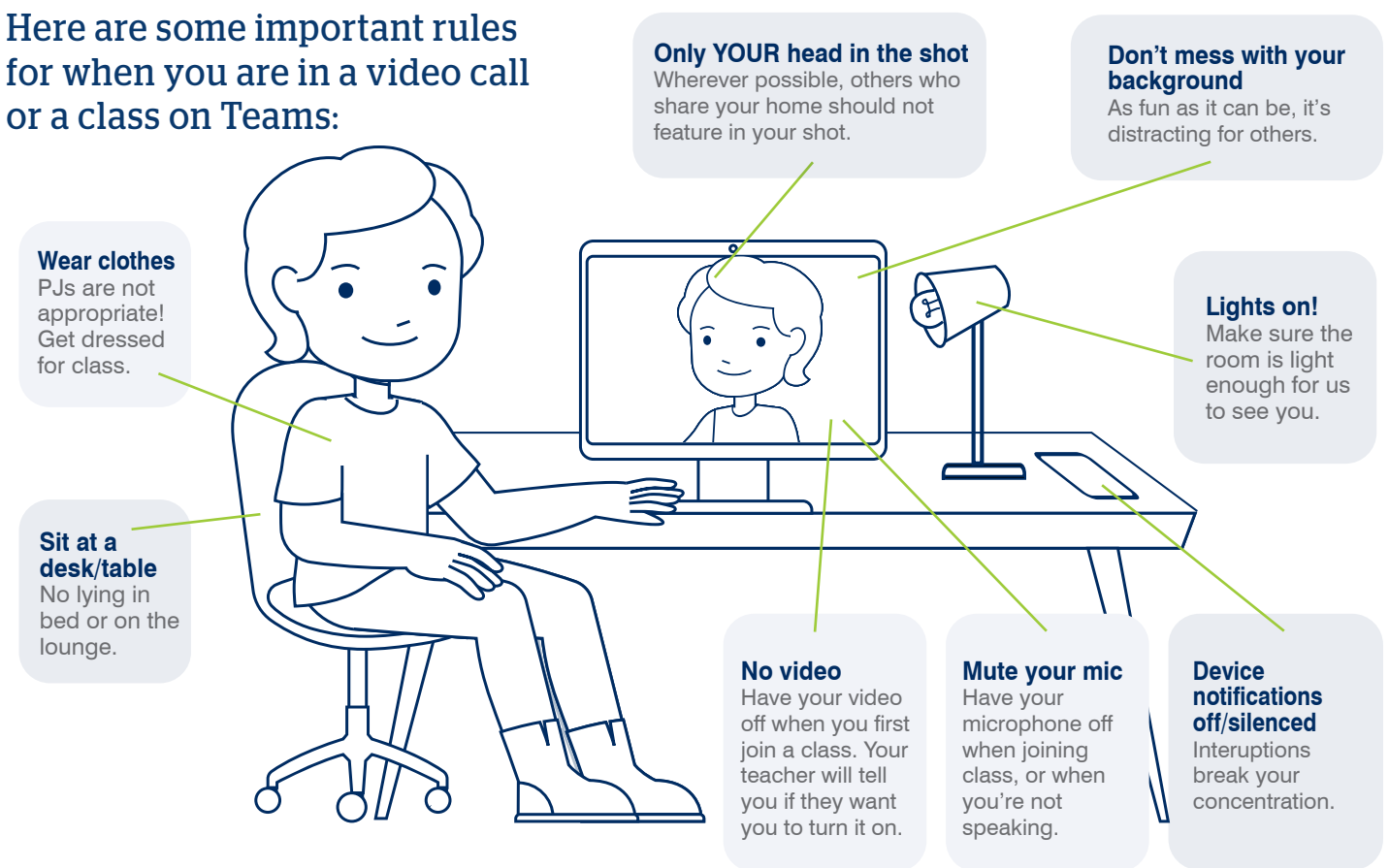


## Video calls and learning through Microsoft Teams

Learning in a video classroom is not the same as striving for the perfect selfie or posting videos of yourself on social media. It is a classroom and everyone should be focused on learning.

Here are some important rules for when you are in a video call or a class on Teams:



### Have a question?

Avoid calling out during the lesson. In a classroom, you would raise your hand and wait for the teacher to respond. Online, you can type "Hand up" in the Chat, or insert an emoji to let the teacher know you have a question.



### Is nobody there?

If you've joined a meeting, and you're the only one in the room, make sure you are in the correct meeting room, and at the right date and time.

### If something goes wrong, here are some things to do or try:

- If you cannot find your class or meeting, email your teacher.
- If your internet drops out or things freeze, try turning off the camera and just work with the audio.
- If it's still happening, just exit the meeting and then try to re-join the meeting.
- Don't panic! Sometimes computers just do weird things. You can always email your teacher during or after the class to explain that your computer wasn't working.
- Contact the Helpdesk: [HelpDesk@geelongcollege.vic.edu.au](mailto:HelpDesk@geelongcollege.vic.edu.au)  
Ph: (03) 5226 3150



## Let everyone learn!

1. Avoid private messaging during lessons. Join in the Chat with your teacher and class, but do not distract someone else.
2. Silly behaviour like muting other people's microphones is selfish and annoying. Students can expect consequences of such behaviour, just as would happen if they were in a physical classroom.
3. Just because you might be a technical whiz, others may be having difficulties in your class. Offer to help them by sharing advice and tips in the Chat screen. We are all in this together.



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## Respect online

Just as you would in the classroom, you are expected to be positive and polite towards your peers and teachers.

Being online does not mean that our school rules and expectations don't apply.

### Don't:

- Engage in or promote harassment;
- post defamatory content;
- use inappropriate or offensive language;
- deliberately trying to annoy others or de-rail the lesson;
- encourage others to engage in inappropriate or harmful online behaviour.

### Instead, do these:

- Smile and engage with others;
- Say hello to your teacher, and thank them at the end of the lesson;
- Demonstrate kindness towards others.

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## A couple of things for all our safety...

### Lessons are being recorded.

This means we can share the learning with students after the class. It also means we have a permanent record of teacher and student involvement and behaviour in the classes.

### The Geelong College uses Dyknow to monitor student computer use.

We continue to monitor what students are doing on their devices during the school day.