



FPS Webex Protocols

Purpose: To develop guidelines that ensure that the school values underpin the teaching and learning environment that integrates Webex.- **Be Ready to Learn, Be Respectful, Be Safe, Be Kind**

Be your best

	Be Ready to Learn	Be Respectful	Be Safe	Be Kind
Students	Be on time and organised for your meeting. Have your home learning book and any resources ready. Only bring materials required. Stay visible during a Webex session. Prepare any questions that you may have.	Listen to your teacher and other students when they are speaking. Stay on mute unless you have permission to unmute. Raise your hand when you need to talk. Follow class Webex protocols. Ensure that you are dressed appropriately for your Webex sessions.	Keep the Webex link and password to yourself. Let your parents/carers know when you are having a Webex session. Let an adult know if something happens that makes you feel uncomfortable. Webex sessions are not to be recorded, photographed or shared by Webex or any other apps or device. The privacy of all people must be respected at all times. Be mindful of what is in your background.	Use appropriate words and language that relate to the learning in conversations and "chats". Be kind with your facial expressions and body language during your sessions.
Teachers	Send out links so that students can attend the meeting. Be in your meeting in advance so as to set up participant protocols on Webex.	Listen when students are speaking. Ensure that you are dressed appropriately for your Webex sessions. Follow class Webex protocols.	Keep the Webex link and password to FPS students only. Inform FPS leadership if something occurs that makes you feel uncomfortable. Ensure that you "end" the meeting. Webex sessions are NOT to be recorded. Be mindful of what is in your background.	Use appropriate words and language that relate to the learning in conversations and "chats". Be kind with your facial expressions and body language during your sessions. Be patient, positive and supportive if there are difficulties.
Parents/ carers	Check Dojo to find out when your child is meeting on Webex. Support your child with access to Webex and assist them to set up in a quiet space.	Allow your child/ren to participate independently in their Webex session with their teacher.	Keep the Webex link and password confidential. Know when your child is having a Webex session. Inform FPS leadership if something happens that makes you or your child feel uncomfortable. Webex sessions are not to be recorded, photographed or shared by Webex or any other apps or device. The privacy of all participants must be respected at all times.	Be kind to teachers, students and other families who are trying their best. Be patient, positive and supportive if there are difficulties.