



## INDIAN COMMUNITY SCHOOL

### New Video Conferencing Tool for Teachers and Students

April 20, 2020

Dear Parent/Guardian,

As part of our work offering Remote Learning to students during our school closure, we are continually seeking out best practices for engaging students and improving their learning experiences. With that in mind, ICS teachers now have the ability to use video conferencing as a way of teaching and interacting with students.

The video conferencing tool that we will be using is **Google Hangouts/Meet**, which lends itself to an educational setting. Google Hangouts/Meet allows teachers to support students, clarify instruction and provide answers to their questions, in real time. It also allows students to connect with their teachers during this time of separation and distance.

#### What Google Hangouts/Meet Video Conferencing Means for Your Child:

- Google Hangouts/Meet has been enabled for each ICS student.
- Google Hangouts/Meet video conferencing is an optional tool that teachers may choose to use; they will **not** use it everyday. Google Hangouts/Meet will be used when teachers need to connect with students for one-on-one instruction, for helping the class feel more connected to one another or to record the instruction so that students who need to revisit the lesson, can do so at a later time.

#### How to Know if a Google Meet Video Conference has Been Set Up:

Invitations to join a Google Hangouts/Meet video conferencing will be sent to your child's school-issued email account, or as an announcement in Google Classroom when a teacher creates a session.

- Students should check their email on a daily basis.
- Students only need to click the link in the invitation to join a video from their teacher.
- Students will not be able to join the meeting before the teacher, or to stay in the meeting after the teacher. All Google Hangouts/Meet sessions will begin and end with the teacher signing on or off.
- Google Hangouts/Meet video conferencing will be scheduled ahead of time so parents / guardians can plan accordingly.

#### *Please note:*

While students will be **unable** to host their own Google Hangouts/Meet sessions, they will be able to join hangouts from outside of our school network. This cannot be blocked, however, we will be monitoring Google Hangouts/Meet activity to support student safety to the best of our ability. These digital learning opportunities are a partnership between our school and families. We encourage all parents/guardians to monitor their child's use of their Chromebook or iPad.



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### Expectations:

Our use of Google Hangouts/Meet video conferencing is new. We will be using Google Hangouts/Meet as our primary video conferencing tool. We need your help to ensure these tools are being used appropriately by students:

- Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of Google Hangouts/Meet video conferencing. This is a great tool to keep students connected, but please have your students use this tool somewhere close enough that you can monitor, yet private enough for them to concentrate on their work.
- Please have students dress appropriately when Google Hangouts/Meet 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 and post them for students who cannot attend the live session. There may be some sessions that an ICS faculty member may want to record about specific instructional group activities. We want and need our faculty to be efficient and effective when covering material or providing reinforcement. Therefore, here are some guidelines about recordings:
  - These recordings will not be publicly available, only shared within the Google Classroom, a similar section of the same class, or within the ICS Google domain that requires a network account.
  - Faculty will announce their intention to record the session giving students / parents / guardians the opportunity to turn off their camera and/or microphone if privacy is of concern.
  - Students/parents/guardians, should not take photos, screenshots, record any video, or audio, from these video conference sessions. You do not have permission to do so and it is a violation of our Responsible Use Guidelines.

We are pleased at the prospects of using this new teaching tool to benefit our students and hope that you are as well. **If you do not want your student to participate in virtual meetings**, or if you have any questions or concerns, please reach out to me by email at [jdropik@ics-edu.org](mailto:jdropik@ics-edu.org) or by calling (414) 525-6100.

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