



**EMMANUEL
ANGLICAN
COLLEGE**

Learning ~ Living ~ Leading

26 March 2020

Dear Students and Parents/Caregivers,

The College is planning to launch Zoom conferencing for our Year 11 and 12 classes starting from Monday 30 March 2020. In order for this to be a successful tool for learning, new protocols and procedures need to be implemented.

The College's expectations around the use of Zoom conferencing for lessons are as follows:

- Zoom sessions will only be used with Year 11 and 12 students
- Personal and sensitive information should not be shared online
- There will be NO one-to-one Zoom meetings
- Students need to be in a common area of your house (not their bedroom) and should be wearing their sports uniform during Zoom sessions
- Students and staff are reminded to abide by the College's Code of Conduct and Electronic Communications Code of Conduct and User Agreement that has been signed by all students
- Students can contact Mrs Jo Spring, Director of Technology and Innovation if they are concerned about the misuse of Zoom communications
- All Zoom sessions will be recorded, and
- Students are not to host their own Zoom sessions using their school account.

Thank you for your patience and understanding during this time. Please note, not all lessons will be undertaken in this format, it will be at the discretion of the teacher whether they feel this format is necessary. If a teacher schedules a Zoom session with their class they will notify the students via their Google classroom or email regarding the timing of the session. Subject sessions will only occur within school hours during the times the subject lesson appears on the timetable. This is important to ensure we do not have conflicting Zoom sessions for students.

Regards,

Mrs Lee Boyd
Director of Teaching and Learning Kindergarten to Year 12