



MHPS WebEx protocols



Webex Meetings

MHPS staff will use WebEx Meetings when contacting the whole class or focus teaching groups of students. Please ensure that you and your child are familiar with what is expected during these meetings.

Protocols for engaging with students online

- MHPS staff and students will set up their digital device in an open space such as the lounge room, kitchen or study
- Students and their families are not permitted to take screenshots or record any of the meeting
- Staff and students are to be dressed appropriately
- Staff and students have the option to use headphones during the meeting

Before a WebEx Meeting

- Your teacher will give meeting participants the joining code and meeting start time
- Students will be prepared for the meeting with all relevant equipment
- Student will review the 'Ready for WebEx' checklist (see below)

During a WebEx Meeting

- The staff member will check everyone is ready and go through the 'WebEx expectations' (see below)
- Students will follow the same behaviour expectations as if they are at school. Any inappropriate behaviour will result in the student being removed from the WebEx and follow up conversations with their family & school leadership.

After a WebEx Meeting

- All students will exit the meeting when directed to by the staff member
- The staff member will be the last one to leave the meeting



WebEx Expectations

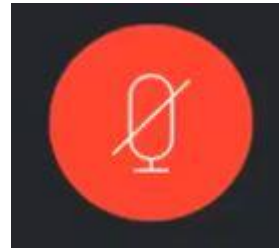


Webex Meetings

Choose a good learning spot in a shared area of your house. This might be in the kitchen or lounge room. There should be an adult in this space.



Check that your microphone is on mute. Your microphone icon will be red.



Raise your hand if you have something to say or you could type it in the chat section.



Wait for the staff member to ask you before you unmute your microphone. It will not be red when you are unmuted.



SLANT - track the speaker! Show you are listening with a thumbs up or nodding.



Remember to show the same behaviour as you would in class.





Ready for WebEx



Webex Meetings

Before you start your WebEx Meeting, check that:



Have you told an adult that you have a WebEx Meeting?



Are you wearing appropriate clothes?



Are you in an open space?



If you have headphones, are they plugged in and ready?

This is what your WebEx Meeting icons are:

