

Dear Parents/Guardians,

31/08/2020

We are so proud of the effort that families are putting in during this very difficult period of remote learning. We are always trying to improve the connection between school and home and in order to enhance our students' sense of wellbeing we have decided to use a video conference platform called WebEx to hold weekly class wellbeing meetings.

WebEx is a secure application that provides video conferencing capabilities for teachers and students to meet and share, regardless of whether they're together or apart. These meetings will primarily focus on the social aspects of learning, providing time for students to socialise and will also give them the opportunity to ask their teachers any questions that they may have.

Class meetings will be held once a week, starting in week 9 this term. Students will be sent meeting details along with a link to their meeting via DB Primary. Students will be able to access WebEx sessions using the device they are currently using: The sessions can be joined from a web browser or via the WebEx Meetings app.

- **Laptop:** via web browser (chrome, Firefox, Safari)

- **iPad/tablet/phone:** via the WebEx Meetings app



Webex Meetings
Bringing you face-to-face.

If you are using a tablet or phone you will need to download the WebEx meeting app before you can join. You can download them from here:

IOS Apple App store - <https://apps.apple.com/au/app/cisco-webex-meetings/id298844386>

Google Play/Android -

https://play.google.com/store/apps/details?id=com.cisco.webex.meetings&hl=en_AU

*Please note, if you are using a school supplied device, the school will remotely download the app that you need to the iPad. If your child's iPad has not received this app please contact the school and we will arrange for it to be downloaded remotely.

If you do not wish for your child to participate in the video conference sessions, please communicate with your child's teacher about your concerns.

**Please see the attached documents on student expectations, frequently asked questions and how to join.

Regards,

Elizabeth Wilson

Assistant Principal – Teaching and Learning.

WebEx Protocols and Expectations



Webex Meetings

Student Expectations



Parent/Guardian Expectations:

- parents/guardians must be in the vicinity of their child during video conference sessions. However, the interactions are only between the teacher and student during this time.
- please send a DB Primary message to your child's teacher if they are experiencing difficulty accessing their class WebEx meeting.
- do not share your student's class meeting link with anyone else to ensure privacy. Students who do not have a current signed photograph permission form may join the meeting with audio but not video.

WebEx Environment Checklist

- is the area free of distraction?
- is it a quiet area?
- does the area have sufficient power points available?
- is the camera facing a clear backdrop, free from distraction?

Webex FAQ for Parents

Who will see my child?

Their teachers, education support staff or other school staff and classmates.

Will sessions be recorded?

Yes they will be for training and educational purposes. Training so that other staff members may learn from each other and future educational access for students.

What costs are involved for the parents?

None.

Does my child need extra equipment to use this?

When joining a meeting from home, they can use any computer or mobile device. Please see the above letter to help you access WebEx on different devices.

Can a teacher see all the chat conversations?

Yes, all conversations within the chat are accessible by the teacher and administration, if needed.

Can my child opt out?

If you have concerns with your child using this technology, please communicate with your teacher about these concerns before opting out.

Is it secure?

Yes, the Webex platform offers end to end encryption and meets the Department of Education and Training security requirements.

How to Access WebEx Class Meetings from DB Primary

Joining the video conference from DB Primary using Web Browser

How to join a WebEx meeting with a PC <https://vimeo.com/451814412>

- Click on your child's teachers photo on DB Primary
- A new browser window will open
- Enter the participants (student) name
- Enter an email address (parents email)
- Click 'Next'
- Click Join meeting
- This will notify the teacher that your child has joined the meeting.

Joining the video conference (WebEx Meetings app)

How to join a WebEx meeting with an iPad <https://vimeo.com/452159658>

- Click on your child's teachers photo on DB Primary
- A 'Join Meeting' window will pop up
- Enter the participants (student) name
- Enter an email address (parents email)
- Click 'Join'
- Some pop up windows will ask you to allow access to the microphone and camera. Press 'OK'
- Click 'Use Internet for audio'
- Click 'Join'
- This will notify the teacher that your child has joined the meeting.