



Microsoft Class Team Meetings

COVID-19
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Guidance for parents

Microsoft [Class Teams](#) is the Brisbane Catholic Education approved communications software platform.

Advice contained below focuses on Video Conferencing (VC) connections, i.e. the meeting function, but also applies to phone conversations with students.

Guidance for parents

Why use Class Team Meetings?

Video conferencing is a beneficial tool for learning and provides opportunities to:

- Collaborate and connect students with teachers for learning, live and in real-time.
- Reach students who cannot physically attend school.
- Record class lessons for playback later.
- Allow students to review recorded lessons after the fact.
- Bring experts into the classroom.
- Brisbane Catholic Education uses a Microsoft product called CLASS TEAMS for video conferencing.

Before the Class Team Meetings starts

- Ensuring that your child is using a timetable/diary/schedule, so everyone is aware when the live lessons are to take place.
- Try before you go live! You can assist your child to test your microphone, speakers and camera and to preview what others will see when your child joins. Adjust the image/background to ensure it is more suitable if necessary.
- Your child should be dressed appropriately.
- Ensure that your child has the video on, sound on and microphone turned off unless invited by the teacher.
- Discuss with your child that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.
- Understand the student will require a quiet space to meet online using an internet enabled device.
- Ensure others in your house are aware that your child will be in a video lesson. Make family members and the student aware they can be heard by the whole class if speaking too close to the microphone. Parents can help with controlling siblings and other family members while the VC lesson is going on to make sure that it all goes smoothly.
- Make sure your child is in a room clear of photos and other items that might impinge on your family's privacy.
- Internet access and the strength of the signal can affect the communication in a video conference. Know your system, and if needed, dedicate time to your child's learning for the duration of the meeting by limiting other family members' use of the internet.

What to look for while students are online in a structured lesson

- Make sure your child is on task and using the computer for the correct reasons. Students should not be playing games during a video lesson, unless directed by the teacher.
- Your child should be engaged in the lesson. This would include active listening, asking questions and completing online exercises.
- Ensure your child is working at the computer in an ergonomic manner. For example, sitting in a chair, back straight, feet flat on the floor and screen adjusted to a comfortable height.

What if there are conditions that would impede my child from taking part in a Class Team lesson?

Contact your child's teacher to discuss the possibility of alternative arrangements.

After the lesson ... what next?

Ensure that:

- Your child completes all set tasks in readiness for the next lesson or by the due date.
- Regular study routines are maintained.
- Contact the teacher if connection problems hindered the learning.