Technology Services
721 Brewer Drive
Monroe, NC 28112
Phone 704.296.3143
Fax 704.296.3147

UCPS
UNION COUNTY PUBLIC SCHOOLS

www.ucps.k12.nc.us

UCPS Do's and Don'ts for Video Conferencing and Streaming

Prior to Video Conferencing or Streaming

- General Rule of Thumb: Plan your video conference session with the understanding that someone may be recording everything you say and do.
- When setting up your device ensure that you are the only person in the frame. No students should be visible at any time during the video conferencing or streaming.
- When using district issued laptops or home networks with personal devices, test your meeting connections in advance. Perform a "test" meeting with coworkers to ensure expectations are met.
- Before using a specific video conferencing tool, you should be familiar with all aspects of the tool prior to setting up your session. This includes but is not limited to presentation/ moderation features, screen sharing features, microphone muting, and student participation tools.
- Always establish online video conferencing connections several minutes before the meeting start time.
- Create a backup communication plan in case you have trouble connecting with remote students. A backup plan can include setting up collaboration through an online collaboration tool (e.g., Google docs, Microsoft One Drive, SMART Learning Suite Online, Canvas, etc).
- If paper packets have been redistributed, ensure these copies are available for presentation.
- Ensure all files, videos and hyperlinks you intend to share during your remote session are age and content appropriate (these should be tested and vetted prior to your meeting)
- Professional conduct standards and expectations extend from the classroom to your teleworking locations. Be aware of your surroundings, background areas, and communications while in a remote session (e.g. turn off email, instant messaging, etc) because these will be seen by students/families if you are sharing your screen and it will be beeping every time a new message comes in.
- Your professional duties, i.e. reporting child abuse and related threats as enumerated in Policy 4-8, remain in effect even as it relates to students learning remotely.
- Turn off your cell phone and other electronic devices not being used in the lesson to cut down on noise and distractions.
- Headphones with a microphone help to eliminate outside noise and optimize microphone performance when you are in a video conference.
- Ensure location lighting does not limit your visibility (e.g., avoid backlighting from windows or sitting directly beside lamps).
- **Elementary Teachers:** Communicate connection information with parents rather than students.
  - **Suggested verbiage:** "I would like to connect with your child via video conferencing. If you wish for your child to participate, please log them in via your device and provide supervision during the use of the conferencing tool. The details to connect to our meeting are below. "

During your remote learning session:

- If not already configured before the meeting, have all students mute their microphones to minimize excessive background noise. ***Most*** video conference platforms enable the presenter to mute microphones as needed.
- Ensure all students can hear all other students, as deemed appropriate.
- Students should only use meeting invitations sent by UCPS instructional staff.
- If possible, waiting rooms should be applied, to control access to videoconferencing platforms.
- Sessions that are recorded should be stored in Canvas, Microsoft One Drive, or Google Drive.
- As the Presenter and instructional leader:
  - Present agendas first or provide an overview discussion of topics to be reviewed and expected outcomes.
  - Set clear expectations in how to communicate questions. Consider asking participants to ask questions in the chat if the number of participants is large.
  - Engaging students at all locations to ensure discussion understanding, and alignment with lesson plans.
  - Remember to minimize 'multitasking' while presenting to keep all students focused.
  - Participants should avoid typing while participating as much as possible, it is loud and often shakes the webcam.
  - After each live stream event, remember to update all content using online tools (e.g., Google docs, Microsoft One Drive) whenever possible.