

## Online Lessons: Classroom Protocols

### For Teachers

- Establish your lesson times securely by **sending invitations and logon details separately from the invitation through a secure method**, like your NT Schools calendar, email or encrypted messaging apps. Do not share website links or logon details on publicly-accessible websites or social media.
- **Be aware of your surroundings** and use a private room and headphones. Keep your microphone on mute unless speaking and this helps to ensure sensitive conversations that may be going on around you aren't accidentally overheard.
- Try to position your camera so it is only capturing your face, so it doesn't broadcast private or sensitive details in your background. Alternatively, set a virtual background so students cannot see into your home.
- **Only allow invited students** to join your lesson – and be aware of any unidentified participants, you can easily remove them from your class.
- Only share individual applications when screen sharing, rather than your whole screen so you **don't share more content than is needed**.
- If you are using a web conferencing solution on your personal device, **make sure you have the [latest software and security updates](#) installed**. This will help prevent cybercriminals using weaknesses in software to access your devices.
- Need to enable these settings if you want to share a video with sound:

### Students

- Students should be encouraged to attend lessons from a room that has good lighting, low background noise and preferably not their bedroom
- Ask students to remove any distractions i.e. pets, telephones
- Students must adhere to normal school uniform dress policy
- Students should conduct themselves with good on-line etiquette: muting their microphone when not talking, raising their hand, sitting up straight, looking into the camera, speak and listen politely, respectfully and patiently.