

## Online Learning Handbook

### ZOOM

The online learning platform is Zoom. If you do not have an account, please visit the website and sign up to a free account:

<https://zoom.us/signin>

There is a lot of information available online on how to use Zoom. Prior to the class we do encourage you to familiarise yourself with this program to avoid any technical difficulties. We also recommend enabling a “mirror” from your device to a television screen as this means your child can view the class on a larger screen than a tablet, laptop or computer.

Each class has a unique Meeting Link, Meeting ID and Password. This will be emailed to you each class separately and the same details are used each time.

### CLASS PROCEDURES

- There will be 5-minutes allocated at the start and end of each class to allow for virtual student “arrivals” and “dismissals”.
- Students will enter the “waiting room” before the class starts.
- Teachers will approve each student manually into the class from the waiting room.
- Students are required to be punctual to class. If you are late it will disrupt the flow of the class as the teacher will have to stop the class to allow you access.
- The teacher will end the class for all attendees at the conclusion.

### ONLINE SECURITY

Please make the zoom account profile name the same as the student’s name. If the username is “iPad”, “Dave – work”, “Norwest Electrical”, “Danielle@gmail.com” it is hard for teachers to identify legitimate Caper students. Here is a link to with instructions on how to change your profile name:

<https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile>

Please ensure you are cyber safe and observe the following:

- Do not share the meeting ID or password with any other person outside of your household.
- Do not share any personal information about yourself (for example home address, the school you attend, etc.) during the zoom class.
- If you notice anything out of the ordinary online when taking Caper@Home classes, please notify the teacher and your parents immediately.
- Do not accept a Caper online zoom class unless it is from a “@caperonline.com.au” domain name.
- Students and parents are not allowed to distribute or share any videos or photos from the class. This is for child safety/privacy reasons.
- Do provide a neutral backdrop to your home dance space so any identifying information (such as your location) is removed.
- Caper teachers are not to communicate with students/parents privately online.

## **YOUR HOME DANCE STUDIO**

This is the fun part! Find a space in your home to transform into your own personal dance studio with no trip hazards. Please dress for your dance class with appropriate footwear and your Caper uniform and keep a drink bottle nearby for refreshment.

Please note the safety reminders below:

- Students participate at their own risk.
- An adult must be nearby to supervise and provide assistance if required.
- Ensure there is adequate space to dance.
- Ensure there are no hazards nearby and the floor surface is non-slip.
- Avoid activities if you have current health concerns, injuries, aches and pains.

## **STUDENT CODE OF CONDUCT**

- Students will use appropriate language online.
- Students must not use the chat feature or screen share.
- Students are encouraged their fellow students and behave in a positive manner.
- Students are not permitted to make negative or disparaging comments about each other during the class or afterwards.