

MELBOURNE THEATRE COMPANY

ONLINE PARTICIPATION GUIDELINES

Learning programs at Melbourne Theatre Company sometimes involve online participation, using platforms such as Microsoft Teams for videoconferencing and chat. Parents/carers are expected to provide adequate supervision of students during online participation. We recommend parents/carers read these guidelines with students and set up their device together.

Setting up

- Melbourne Theatre Company uses Microsoft Teams with a number of security measures in place to ensure child safety including passcodes and waiting rooms. Set up your device at <https://www.microsoft.com/en-au/microsoft-teams/download-app>.
- You'll need a strong internet connection to participate. For smooth Microsoft Teams calls, Microsoft recommends a minimum of 1.5 Mbps upload and download speed for one-on-one calls and 4 Mbps for group video calls. Test your internet speed at [speedtest.net](https://www.speedtest.net).
- Set up the device you'll be using in a communal space like the lounge room or kitchen, not your bedroom. If you must use your bedroom, ensure the door is open. Consider using a virtual background (only available on some devices).
- Use headphones to avoid echo during the session.
- Make sure you have plenty of battery or can easily connect to a power source. Let us know in advance if students have access requirements we should be aware of.

During the sessions

- Students have the right to be safe online, and to be listened to in all circumstances.
- All participants must turn on their camera for the videoconferencing sessions. This allows the facilitators to monitor activity in the group and ensure everyone is acting in a child-safe manner.
- When the chat function is used for everybody to contribute to discussion, please keep chat on-topic and respectful. In the chat, do not share links to external sites, share anyone's contact details (including your own) or direct message other participants. Direct messaging will usually be disabled.
- Break-out rooms may sometimes be used for students to collaborate. Treat everybody with respect at all times.
- Participants must not record the Teams sessions. This includes screen captures, audio recordings and photos or recordings made on an external device such as a phone. Students are encouraged to take notes and key materials from the sessions will be provided to students.

After the sessions

- Talk about the week with your teachers and parent/carer and tell them what you learnt. If you have any concerns about the session, we encourage you to talk to your teachers or parents/carers, and to us: education@mtc.com.au.

By participating in Melbourne Theatre Company learning programs online, students and their parents/carers agree to behave in accordance with the guidelines described above.