Faith Nurture Forum – Initial Ministerial Education (IME) Programme

Student Guidance – Etiquette for Group Video Technology

What is Group Video Technology?

Group Video Technology allows students to engage and participate via online technologies in a shared activity from any remote location and as if they were there in person. The activities which can be provided via group video might include a seminar, a workshop, a tutorial, a facilitated discussion or similar participative activities. Group video brings exciting opportunities for students in multiple geographical locations to become involved in shared learning experiences.

Providing such activities through the use of group video enables individuals to view on screen their fellow students and training officer or tutor. Students are encouraged to participate as if they were there in person and therefore some guidelines are provided below to ensure that students feel able, comfortable and equipped to participate.

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Be PREPARED. Students should make sure that they are ready in good time prior to the start of a session. All equipment should be set up, any software installed, and any chat or video options have been tested for both sound and functionality. As soon as the session begins students are expected to participate, and therefore this time cannot be used to test equipment. Students should plan ahead, lateness to a group discussion, for no good reason, is not generally acceptable and the same rule applies for an online group discussion.

Be VISIBLE. Students should ensure that they can see others participating in the session, and also that they are visible to others. Webcams should be at eye level. Students should also ensure that they are visible to others in a space which is free from clutter, quiet and free from background noise and any other potential distractions are minimised. (e.g. pets, children etc.)

Be ACTIVE. Students should behave as if it were a physical group activity, and this means taking part. Students should actively listen to others, listen and engage in what is being said. Students should give the group video activity their full attention for example; close down any other open windows or programmes running in the background on their device, switch off or mute mobile phones. Students should look at other participants when they are talking, and likewise, maintain eye contact whilst they themselves are talking – just as they would in a physical discussion.

Be RESPECTFUL. Standard meeting etiquette applies in all online group video activity. Students should consider this to be the same as when meeting face-to-face with others. Introductions will be led by the training officer or tutor. Students should not have side conversations, be courteous to others, and be discreet and appropriate when taking notes. Always allow for a 2-second pause prior to speaking after another has spoken to compensate for broadband lag, and avoid speaking over others. When students are not speaking they should use the mute function to limit background noise. At the end of the activity students should remember to thank fellow students and programme training officer or tutor and close down the group video programme.

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