

Protocols for online debates in the Junior Secondary Program

Before the debate

- Schools must confirm the names of participants, team allocations and receipt of parental consent. (The DAV can provide a consent form on request if required).
- Students should confirm that their Internet speed is sufficient to participate in online debates, using [speedtest.net](https://www.speedtest.net) or [fast.com](https://www.fast.com). The DAV recommends both download and upload speeds of 5.0 Mbps.
 - The DAV recommends that students either use a non-wireless Internet connection or ensure that they are as close as possible and in a direct line of sight to a wireless router.
- The draw and schedule for each round of debates will be emailed to coordinators. This will include:
 - Teams participating in each debate (affirmative listed first)
 - Date and time of the debate (noting that participants should join the meeting five minutes before the scheduled debate start time)
 - The URL and password for the meeting
 - Staff contact emails
 - The name and WWCC number of the adjudicator
- **Use of the internet and electronic devices will be permitted.**

During the debate

- All participants in the debate will need to join the meeting five minutes before the scheduled start time to check that the connection and microphone is working and that all participants can hear each other clearly.
 - The adjudicator will act as the host of the meeting and will ensure that all participants can be seen and heard clearly.
 - Debating teams can participate as a group (with all speakers in the same space) or as individuals (with each speaker in a different location). In both cases, speakers should keep their camera on for the whole of the debate.
- During the debate, the adjudicator will:
 - announce the rules for debate participation
 - timing (3-4 minutes)
 - **use of electronic devices is permitted**
 - to maintain fairness and protect health, speakers in the same space should sit separately from each other, in line with social distancing requirements.
 - **speakers will be allowed to communicate with each other via online mechanisms if they wish.**
 - introduce all speakers
 - keep time by signalling and clapping
 - monitor students' behaviour
 - monitoring breaches of the DAV [Code of Conduct](#)
 - reporting any problems to the DAV office
- Participants must mute themselves while other speeches are occurring.
- Audience members should have camera and microphones switched off (ie mute).
- All participants must immediately indicate (using Zoom chat or by contacting another participant in the debate) if they have lost connection or cannot hear the other speakers. The debate should pause (including the timer being stopped) until a clear connection has been resumed.
- All speakers in the debate should *record their own speeches*. The best way of doing this is by using Zoom's recording function. A mobile phone or other recording device

can also be used. If there are any problems with connections during the debate, the adjudicator can request that speakers provide backup copies of their speeches.

- Speeches should be sent to the DAV office using send.firefox.com.
- Copies of speeches must be deleted by the adjudicator after the adjudication has finished.
- **As per the Rules for DAV competitions, no other recordings of debates are permitted without prior permission.**

After the debate

- If the adjudicator does not need to review copies of any of the speeches, they will provide an oral adjudication shortly after the debate.
- If the adjudicator does need to review speeches after the debate, they should record a video adjudication. Participants in the debate will be emailed when this is available.
- Adjudicators of each debate should provide scores to the DAV office.

Considerations for filmed speeches

- The DAV strongly recommends that mobile phones are *not* used in debates; please use a computer or a stable tablet if at all possible.
- Speakers should keep their filming device on a flat surface – avoid balancing on your lap or holding in mid-air.
- The audience should be able to see the speaker's head, arms, and upper body. It is not necessary to stand to deliver speeches.
- Choose a space where you are unlikely to be interrupted by noise from other members of your household, school community, or background activity.
- Consider the lighting in the room that you choose to debate in. If it is too dark or there is bright light streaming in from behind you, you may be difficult to see.

Security and privacy

- Schools may have internal participation requirements, but at a minimum the DAV requires that participants have parental consent to:
 - participate in the online Schools Competition, which will be conducted using video conferencing software.
 - record their own speeches in debates and providing these speeches to the adjudicator via the DAV office, and that the adjudicator of the debate will delete these speeches as soon as they have finished the adjudication.
- All accredited DAV adjudicators have current Working With Children Checks and have agreed to comply with the DAV's [Child Safety Policy](#).
- Passwords will be utilised and meetings locked to prevent unauthorised use of the meeting.
- The DAV's Zoom service is a secure video conferencing and online meeting platform.

Zoom maintains global security and privacy certifications.

Robust security

The DAV has implemented organisation-wide Zoom privacy and security settings where appropriate. Each setting has been individually reviewed and implemented to ensure they meet privacy and cyber security requirements and that we can provide an optimal experience for our users. Advice on how to stay cyber safe when using Zoom - including tips on how to keep meetings private and information about the platform's built-in security features - is available on the DAV website

Best practice security

Zoom [encrypts](#) in-meeting and in-webinar presentation content using the strongest encryption standard available. Using encryption ensures that your connection is secure and not able to be intercepted.

Zoom as a service provider

[Zoom continues](#) to release regular software updates related to security, privacy and performance, as well as additional features and functionality.

CYBER SAFETY

KEEP DEBATES PRIVATE

It is important to ensure that debates are private.

- In Zoom, meeting passwords help prevent unwanted participants from joining your meetings and inappropriately eavesdrop on discussions. Participants will be asked for the password before they can join the meeting.
- Please keep the meeting IDs private, only releasing them to students who are directly involved in debates.

MANAGE MEETINGS

The DAV staff will keep meetings safe by:

- Managing participants through the use of a waiting room or removing unwanted attendees.
- Locking a meeting room after it has started to prevent unwanted participants from joining.
- Moderating meetings and participants including muting and controlling screen sharing.

STAY ALERT FOR SCAMS

Watch out for fake or scam phishing messages/invites which can be used for identity theft or to access your account.

- Be alert for suspicious messages/invites including links appearing from unknown or unexpected meetings or senders.
- All DAV-based Zoom links will start with <https://us02web.zoom.us/>.
- Where possible join Zoom meetings via your calendar or the Zoom application.

BE RESPONSIBLE WHEN USING RECORDING

If you need to use the meeting recording features, apply a responsible approach by:

- Ensuring all meeting participants are aware that recording is being used (e.g. verbally announce this at the start of the meeting).
- Participants will be able to see a “Recording” visual indicator in Zoom meetings.
- Being aware that when recording a meeting any chat, video or audio content may be recorded.
- **As per the Rules for DAV competitions, no other recordings of debates are permitted without prior permission.**

KEEP APPLICATIONS UPDATED

Keeping your conferencing application updated to the latest version means that you will receive any important enhancements to maintain security.