


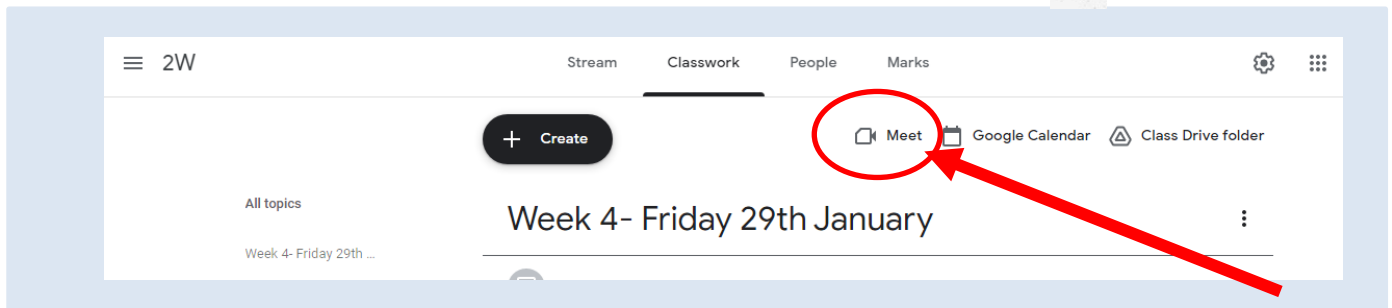
## Google Meet

This week, we are using 'Google Meet' as the platform for interactive elements of our remote learning provision. This means that from now on, Zoom will not be used for the weekly class conversations.

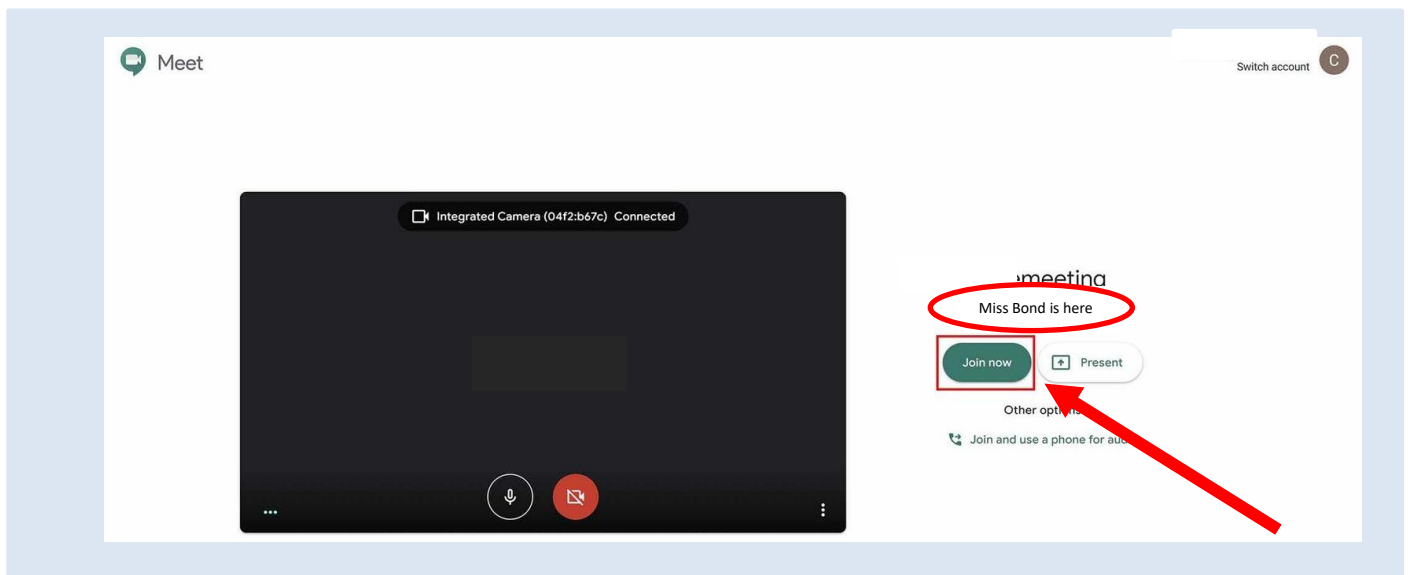
This document gives an explanation on how to join a 'Google Meet' and outlines the expectations for pupils, staff and parents when using Google Meet.

### How to Join a Google Meet

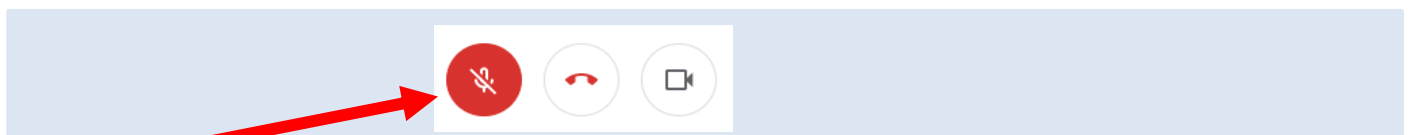
1. Log into Google Classroom using your individual log in details.
2. Click on the 'Classwork' and look for the Google Meet icon (a video camera ) at the top



3. Check that your teacher is in the meeting and then click 'Join Now'



4. Put your microphone on mute and listen carefully to your teacher about the session.



## Google Meet Charter

At the beginning of each Google Meet session, staff will remind children of the expectations for the session.

### Children:

- I will speak politely and respectfully to my teacher and peers during 'Google Meet' and Google Classroom stream conversations, remembering our school ASPIRE values.
- I will not use screen grab technology to record any 'Google Meet' sessions
- I will wear appropriate clothes (not pyjamas).
- I will tell a trusted adult if I see or hear something online that is not appropriate.
- I understand that the Google Meet session may be recorded by my teacher.
- I understand that my teacher will remove me from the Live Stream if my behaviour is inappropriate.
- I will be on mute, unless asked to unmute by my teacher.
- I will leave the meeting when I'm asked to do so.

### Staff:

- I will follow principles of safe practise and school policies during remote learning sessions.
- I will always ensure that I am the last to leave Google Meet sessions.
- I will follow the school staff dress code.
- I will ensure that all tabs and sensitive documents are closed before screen sharing.
- I will use a neutral background.
- I will not take or record images for personal use.

### Parents/Carers:

- I will support my child so that he/she can access the 'Google Meet' session.
- I will make sure that all members of the household are dressed appropriately.
- If I have a concern or complaint, I will raise it with the school in the usual way and not through the 'Google Meet' Live Stream.
- I understand that the 'Google Meet' sessions may be recorded by the teacher.
- I understand that my child will be removed from the livestream if their behaviour (or anyone else in the household's behaviour) is inappropriate.
- I understand that inappropriate adult comment or behaviour will result in my child being removed from the livestream.