



How to Behave during a Google Meet Live Session

Protocol for Pupils and Parents

Live sessions will be held with the children at various points throughout the school day. These will be held via Google Meet and it is important that when you take part in these sessions you follow the 'How to behave during a Google Meet Live Session' to protect yourself and our staff.

Parents and Carers will:

- Read the guidance and expectations outlined and ensure these are adhered to by your child when taking part in the class sessions with their teacher.
- Wear suitable clothing if the chances are that you will be passing within screenshot whilst moving around your household.
- Ensure your child is located in a suitable area of the house ideally away from their bedroom. If no other area is available please ensure that their bedroom door is kept open at all times.
- Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language.
- Not share any content you may have recorded or have been sent by another parent/carer. Any such actions should be reported to the school as soon as possible.

Code of conduct for pupils:

- **BE PROMPT:** If you have not joined the session within the first 5 minutes of the scheduled time, then you will be assumed to be absent.
- **BE VISIBLE:** It is expected that both you and your teacher will have their cameras turned on during the session. Please ensure that there is nothing unsuitable or inappropriate in the background or use the settings on Google Meet to blur your background.
- **BE SAFE:** We would prefer Live Sessions **NOT** to be conducted from your bedroom and that you use a more public space within your home. If there is no other area available, you **MUST** ensure that your bedroom door remains open at all times during the session.
- **BE RESPECTFUL:**
 - Speak to your teacher and friends in the same way as would be expected of you in school.
 - Double check that any other tabs you have open in your browser would be appropriate for your teacher to see if you were sharing your screen.
 - Do not record, or screenshot the session.
 - Do not share any content that may have been recorded or have been sent by another pupil. Anything you have been sent by another pupil should be reported to the school as soon as possible.
- **BE READY:** Pupils must be dressed appropriately – no pyjamas!

PLEASE READ THE POSTER BELOW. YOU MAY LIKE TO DISPLAY THIS TO REMIND YOU OF THE RULES WHILST YOU ARE ON GOOGLE MEET.



Google Meet Ground Rules

PREPARED & ON TIME

Make sure your device is charged.

Log on 5 mins early.

Have GC open and your jotters, pen or pencil ready.



PRESENTATION

It'd be lovely to see your face (Remember you can blur / change your background!) but if you're happier with the camera off, that's ok!
No screenshots or photos!



MUTE YOURSELF

When you join the meet, mute yourself (if this doesn't happen automatically.)

Only unmute yourself when asked by the teacher.



HEADPHONES

Use headphones if you have them!
This makes it easier to hear and is less disruptive to others in your house!



CHAT RESPONSIBLY

To join in use the "raise hand" function.

Use the chat function only when asked.



PARTICIPATION

Be focused!

Be kind and respectful!

Be an active participant!

