

## Google Meet – Guidance for pupils, parents and carers



### What is it?

It is a system within Google Classroom that allows **a member of staff to communicate with you** via audio, video and screen share.

### Pupil Expectations

You are expected to **behave in the 'meet' as you would in school** and all usual school rules regarding behaviour apply. In particular:

- Ensure you **join the 'meet' with your video and microphone off**. Only have these facilities switched on if directed by your teacher.
- **Prepare any materials** that your teacher has said you will need beforehand (e.g. questions, answers, documents open etc)
- **Find a quiet place** to participate in the 'meet'.
- If the video setting has been allowed by your teacher, make sure you are appropriately dressed and try to ensure your background is neutral.
- **When speaking during the 'meet' only do so when instructed by your teacher**. Talk **slowly and clearly** making sure **you are always polite** and wait for any pauses or delays that may occur due to connection issues.
- Stay focused and engaged throughout the 'meet'. Make sure you join in when directed to do so by your teacher.
- If your teacher asks you to write any comments or questions in the chat / post, make sure they are sensible, and you think through before you submit.
- Do not record or screenshot the meeting. Your teacher will record everything as this is needed for safeguarding reasons.
- **Remember these 'meets' are between teachers and students ONLY**. If parents wish to contact the school, they should do so through the usual channels (e.g. class dojo)
- Any student that does not behave appropriately during the 'meet' will be removed and **parents will be contacted**.

### How to use Google Meet

1. Click on the 'meet' link that your teacher has posted in the Classroom.
2. Before you click on 'Join now', turn your video and audio off (unless your teacher has said otherwise).
3. Click 'Join now'.
4. You are now in the 'meet' and should be able to see your teacher's screen and hear them.
5. If your teacher is using '**streaming mode**', you will not have any options for your own video/audio and will just see your teacher's screen.
6. Respond when directed by the teacher and follow the protocols listed above.
7. In '**streaming mode**', your teacher will ask you to post questions and comments on the original post in your Google Classroom, make sure you have that open in a separate tab so that you can access this.