



# GOOGLE MEET SESSION PREPARATION

Google Meet

By engaging in Google Meet sessions, you are agreeing to the following five statements:

- I will remember that all the normal school rules apply when I am learning online. If these are not followed, I will be removed from the virtual classroom and parent/carers informed.
- I will not record or take photos of my classmates or teachers in the virtual classroom.
- I will only engage in video or audio conversations when my teacher/tutor invites me to do so; I will keep my microphone muted and camera switched off until my teacher invites me to switch them on.
- I understand that when using applications provided by the school that my activity can be monitored and logged and can be made available to my teachers.
- I am aware that when in a live lesson or tutor time that this is an extension of the classroom and I should conduct myself as I would in a classroom.

## BEFORE THE SESSION



Have your lesson in a quiet, safe shared place (preferably not in a bedroom)



Have a neutral background



Be on time and mute your microphone when joining



Be dressed appropriately for learning (no pyjamas!)

## DURING THE SESSION



Follow the instructions of your teachers during these live sessions



Interact patiently and respectfully with your teachers and classmates



Don't use the chat function of the platform unless asked to do so by your teacher



Remain attentive during sessions without distraction (e.g. mobile phone)

Live lessons will be conducted on a school device and may be recorded by the teacher for safeguarding reasons; any inappropriate behaviour is therefore also recorded.

Any pupil or student who behaves inappropriately by not following any of these protocols will be removed from the lesson and may be excluded from future live lessons and parents/carers will be contacted.