

Pupil and Parent Protocol for Google Meet lessons

Agreement

Before you join a lesson on google meet you must read, understand and follow the rules below.

By joining this meeting:

- a) you are accepting the rules set out below and
 - b) understand that you must also follow the schools Esafety rules (attached).
- You must use your school account to join a meeting.
 - Lessons will take place within school hours (9.00am - 3:00pm) and be hosted and supervised by a teacher or teaching assistant.
 - Teachers will keep a record of attendance for each live google meet session.
 - All lessons, including the 'Chat' messaging feature, will be recorded by school and may be posted in the google classroom for future reference.
 - You are expected to behave just as if you are in normal lessons in school.
 - During the lesson, any interaction should be between teacher and pupils only, just as it would be on school premises. (Unless there is an issue where parents/guardians supervising the session may need to assist children with managing the technology or resources.)
 - The lesson must **NOT** be recorded by you on any device.
 - You must mute your microphone before you enter the classroom. Your teacher tell you if they want anyone to unmute their microphone to speak.
 - If you wish to ask your teacher a question you can use the 'Chat' feature.
 - You should be dressed appropriately at all times.
 - At the end of the lesson you must leave the Google classroom promptly.
 - Be on time – you don't want to miss anything!
 - The lesson must remain in Google Classroom. It is illegal to share or post any part of this video as you do not have permission.

Enjoy the lesson!