

## **Google Meet – information and guidelines for pupils**

### **Group meetings**

- Google Meet allows you to see and hear the teacher. The teacher will be able to see and hear you and the other pupils and pupils will be able to see and hear each other.
- Teachers are able to see how you are managing with the lesson and teach you more effectively if you have your camera on, so we would like you to do this as often as possible. If you feel uncomfortable for any reason, however, you may choose to switch your camera off.
- Your teacher may ask you to mute your microphone unless you are speaking to the whole class with the teacher's permission.
- Please dress in suitable clothing for meeting your teacher. If you are not appropriately dressed your teacher will explain that you will need to leave the meeting and re-join when you are more suitably dressed (or will ask you to switch your camera off).
- Please be in a suitable area of the house, e.g. the lounge or kitchen is preferred rather than your bedroom, and consider the background e.g. no personal photographs. If you are not in a suitable area of the house, your teacher will explain that you will need to leave the meeting and re-join when you are in a suitable area of the house (or will ask you to switch your camera off).
- You are expected to behave sensibly and appropriately as you would in school. If you do not, your parents are likely to be contacted.
- You should leave the meeting promptly at the end of the Google Meet so that the teacher can close the Meet.
- You must not screenshot or record any aspect of a Google Meet.
- Staff may use the recording facility on Google Meet to record the meeting for appropriate use at a later date e.g. to allow absent pupils to view and listen to the Google Meet at a later date.

### **One to one meetings (e.g. if pupils need individual advice or support)**

- As above, although one to one meetings will not be recorded.
- For safeguarding reasons, your teacher will invite another member of staff to the meeting e.g. their Head of Department or Head of Year/Section. This member of staff might join the meeting, either at the start or part way through the meeting.

We do appreciate that for a variety of reasons not all pupils will be able to join a Google Meet at the time agreed.