

Parent and Pupil Google Meet Acceptable Use Protocol

At various points, parents or their children may be required to participate in an online Google Meet with their child's class teacher(s). Google Meet is the secure platform the school will be using to host online, virtual meetings.

Meetings can only be accessed via assignments set by the teacher for children to access through their secure log in to Google Classroom.

Teachers are not providing 'live' lessons for children. Google Meet will only be used to meet with children as a class as part of planned, scheduled remote activities during a school closure e.g. during a lockdown situation, or when there is a whole class bubble closure. It will not be used to provide one-to-one meetings between staff with children, including if they are isolating at home.

Staff will communicate with parents via written text messages on Google Classroom, but will telephone parents to address individual concerns or to provide individual information as necessary. They will not meet with them using Google Meet unless it is for planned, scheduled virtual Parents' Evening. In this case a separate protocol will be sent out to all parents.

In order to create a safe environment for pupils, parents and staff when taking part in Google Meet sessions, the following must be observed.

1. Google Meets will be set by teachers as an assignment via the school's secure online platform Google Classroom. The meetings are not open to others. The link to the meeting must not be copied or shared with others.
2. Google Meet is only to be accessed by a device in a communal family space. It must not be accessed in bedroom or bathroom spaces.
3. For children to participate in the meeting, an adult must remain in the room with them to supervise and deal with any technical difficulties. Supervising adults should ensure that their child keeps to the protocols within this agreement.
4. Children (and parents) should not access the meeting earlier than the scheduled time.
5. When the child accesses the meeting they or their parent can choose to turn their camera off if they wish before they join. They will still be able to see others in the meeting and join in, but other participants will not see them.
6. Parents can help their child to change the background to the meeting if they wish (accessing the background settings via the 3 dots in the right-hand bottom corner of the screen). However, please choose one background for the meeting and stick to it so that it does not distract others in the meeting.
7. All participants should remain on Mute during the meeting unless the teacher asks them directly to participate.
8. We request that parents/carers do not participate in the meeting unless the teacher asks them to.
9. Meetings should not be attended by siblings.
10. All attendees should be dressed appropriately.
11. Google Meets must not be recorded without the permission of all those who attend. They will not be recorded by staff unless they ask for specific permission from parents before the meeting takes place. If the meeting is recorded the permission will include the reason for which the recording is being made.
12. Using other devices to record, photograph or take screenshots of Google Meets or any part of them is not permitted by children, parents or staff.
13. The chat facility must not be used by attendees during the Google Meet.
14. The same behaviour expectations that are set within the classroom apply to virtual meetings and the teacher retains the right to end a child's participation.
15. Teachers will remind children at the beginning of each session of the protocol for how to engage during the meeting e.g. to use mute, to listen, not call out, to give a physical double thumbs up sign when they wish to say something in the meeting. This will be age appropriate to the class.
16. The teacher will be the last person to leave and then close the Meet. Subsequent Google Meets will generate a new link so will be a new assignment.

By enabling their child to log into Google Classroom, accept the assignment and join the meeting, parents/carers agree to the terms set out in this document.

If anyone becomes aware that another participant is not abiding by this protocol they should report this to the school in order to ensure the safety of other users.

This protocol will be kept under review and may be updated as a result. If this is the case, the updated protocol will be emailed to all parents and published on the school website.

January 2021