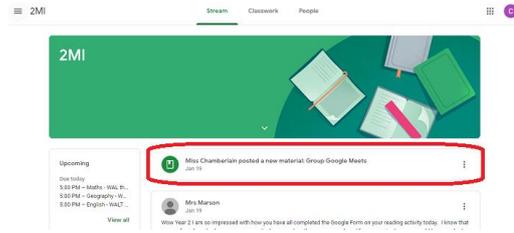
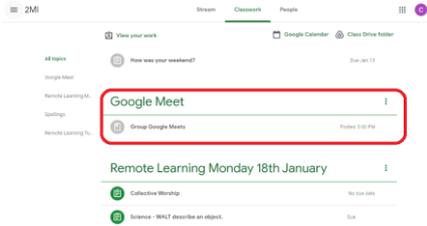


Joining a Google Meet

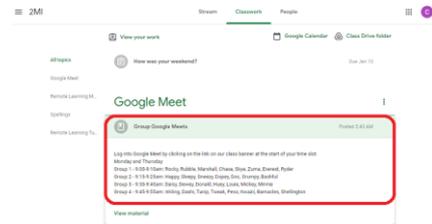
Teachers have set up Google Meets in your Google Classroom. You will see this on your class stream.



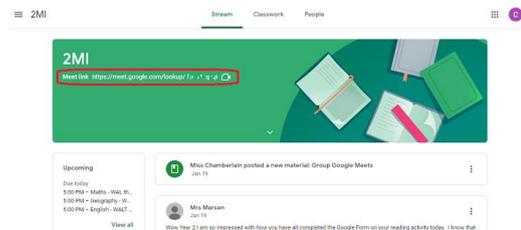
You will also see this under your classwork information.



Click on the task to find your time.

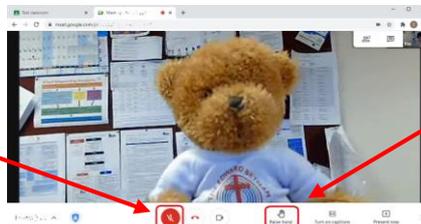


Your teacher will start and finish the Meet. A link will appear on your class banner when the Meets are live. If you click on the link early, you will go into a waiting room until it is time for your group Meet.



Turn your microphone off when you join the Meet.

Click on the telephone icon when it is time to leave the Meet.



You can raise your hand if you need to ask something.

Our Online Safety Rules

Nursery and Reception

We use digital technology in school for good learning. We tell our teacher or our adult if we see anything on the computer or tablet we don't like.



Years 1 and 2

- ✓ I will use digital technology in school for good learning.
- ✓ I will not tell other people my digital technology passwords OR use anyone else's password.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all digital technology contact with others is responsible, polite and sensible.
- ✓ I will tell my teacher if I see anything on websites that I am unhappy with or if I receive e-mails I don't like.
- ✓ I will not give my full name, address, phone number or my photo to anyone when I use digital technology.
- ✓ I will be responsible for my behaviour when using digital technology because I know that these rules are to keep me safe.

Years 3, 4, 5 and 6

- ✓ I will only use digital technology in school for schoolwork and home learning.
- ✓ I will only use my class e-mail address or my own school e-mail address when e-mailing.
- ✓ I will only open e-mail attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my digital technology passwords OR use anyone else's.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all digital technology contact with other children and adults is responsible, polite and sensible.
- ✓ I will tell my teacher if I see anything on websites that I am unhappy with or if I receive e-mails I don't like.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using digital technology because I know that these rules are to keep me safe.
- ✓ I know that my use of digital technology can be checked and my parent/carer contacted if a member of school staff is concerned about my Online Safety.



Our Netiquette Rules

- ☑ We treat others the way we would like to be treated - the messages we send are friendly and polite.
- ☑ We use nicknames or online names when we e-mail or talk to people online, unless we have met that person in real life.
- ☑ We never send messages pretending to be someone else.
- ☑ We check our messages carefully before we send them so that we don't hurt other people's feelings.
- ☑ We check e-mail addresses carefully so that messages go to the right person.
- ☑ If someone is rude to us or says something to make us feel uncomfortable, we tell an adult. We do not reply.
- ☑ If we use the Internet for Home Learning, we include the web site address of where we found the information.



Using Google Meet: Guidance for Pupils

- ✓ Join your Meets on time.
- ✓ Stay at your computer/device for the whole Meet.
- ✓ Join Google Meet with your microphone **off** and your camera **on**.
- ✓ Turn your microphone on when your teacher asks you to.
- ✓ A Google Classroom is still a classroom! Enjoy this time together, but remember that a classroom is for learning.
- ✓ Leave the Meet when your teacher says it is time to go.



Google Meet: Guidance for Parents/Carers

- ✓ Parents/carers must be in the room with their child for the whole Meet, although not in view of the camera.
- ✓ Parents/carers must not interrupt the Meet (unless it is to resolve a technical problem or to encourage their child to participate).
- ✓ Parents/carers need to ensure that their language and their child's language is always appropriate, including from any family members (siblings, other relatives) or other adults who might be in the background.
- ✓ Children must be physically located in a safe space **at home** that is appropriate for the online session (e.g. not in their bedroom) and suitably dressed (e.g. no pyjamas).
- ✓ Parents/carers must ensure that they have set the appropriate security settings in place on their equipment.
- ✓ Devices need to be connected to the internet with notification and alerts turned off (so that they do not disrupt the Meet).
- ✓ Children should not wear headphones during the Meets. They need to mute their microphones at the start of the session and can unmute themselves when asked to by their teacher.
- ✓ Meets must not be recorded, nor images captured through screen shots/screen grabs.