

Stanley Road Acceptable Use Protocol for Google Meet

Teachers

1. Teachers will host live Google Meets to enhance the learning experience for the students.
2. Another member of staff (teacher or TA) will be present in the live meeting to help supervise.
3. Teachers will prevent a one-to-one situation between children by ending the meeting for all participants.
4. All teachers are up to date with relevant safeguarding training.
5. Any safeguarding concerns will be logged following school procedures

Children

1. Children must be dressed appropriately for the duration of the live Google Meet
2. Children must remain on mute until invited to speak.
3. Children are expected to behave in the same manner as they would do in the classroom. Any disruptive/inappropriate behaviour can result in removal from the live session and children may not be invited to join future meetings.
4. Children are prohibited from recording or capturing / screen grabbing content from the video call.
5. Children must remain in a public part of their house and parents should be made aware that the children are commencing an online meeting.
6. Children should be respectful of others. As in the class, we expect our children to be courteous, polite and respectful to the teacher and to other children.
7. The child must be the only person on the camera, joining the meeting. Siblings must not take part.
8. Children can signal they want to speak by raising their hand
9. Children should only login to their meeting at the allocated time. They must not attempt to create their own meetings or join other year group meetings.

Parents/Carers

1. By allowing children to access the Google Meet, parents are giving consent to their child taking part.
2. Children must remain in a public part of the house - devices must not be taken into the bedroom.
3. Parents/carers should ensure their child is appropriately dressed for sessions.
4. Expectations for how your child should conduct themselves during a live lesson should be set: Face the screen; mute yourself unless invited to unmute by the teacher
5. Parents/carers should ensure that their child behaves appropriately in the same way as if they were in school. Any child behaving inappropriately, will be removed from the meeting and may not be invited to join future meetings.
6. Parents/carers must ensure other family members are out of camera shot.
7. Under no circumstances should a parent / carer contact the teacher through Meet. If they need to speak to a teacher, they should do so through the ordinary channels, by calling the school office and arranging an appointment.
8. Siblings should not be on the camera or take part in the meeting in any way.
9. Parents should ensure that children do not use Google Meet at any other time other than for the organised class meetings.

If children are not following the protocol they may be muted by the teacher and they may be removed from the meeting. If this happens the incident will be recorded on the school behaviour log and Mrs Tracey, the Safeguarding Lead, will be made aware.