



## **Remote Learning Protocols and Expectations for Students**

### **Google Meet Classroom and Video Conferencing**

Our school will be using the Google Meet platform to meet with pupils and to provide face to face teaching and support for pupils during the school closure period.

All Google Meets will be scheduled by the class teacher in the Google Classroom stream. Meetings are recorded by the class teacher and retained for 30 days in line with our GDPR policy.

By joining in with the video meetings, parents are agreeing to their child being recorded and understand that the recording may be uploaded to Google Classroom as a lesson resource. If a child or parent of a child does not wish to appear on the recording, then the camera can be switched off.

Please also note that recordings uploaded to Google Classroom must not be downloaded or shared with any other person or parties and are only to be used to support a child's learning at home.

#### **To join a class in Google Meet:**

- Teachers will operate Google Meet mainly using the Google Classroom link.
- If pupils attempt to enter the Meet before the teacher, they will get a message that either says that pupils are not allowed to create a Meet or that the Meet has not started yet.
- Pupils will need to refresh or click on the link again in a few moments in order to join the class.
- Pupils can only be in a Google Meet when the teacher is present.
- Pupils do not have the ability to start a Meet without a teacher.

#### **When active in Google Meet, pupils should:**

- Be in an appropriate location for learning.
- Mute the microphone until it's time to speak. This eliminates background noise for all.
- Be visible (using their camera) unless directed otherwise by their teacher.
- All students must be wearing school-appropriate clothing on remote learning days.
- Observe appropriate conduct, as if we are in the classroom. No recording or pictures of any kind are allowed.

Pupils are expected to show respect for all members of their class, including themselves, by extending care and kindness to their fellow pupils, using appropriate language, cooperating with others, sharing resources, and by contributing responsibly to the digital learning environment. It is important for pupils to complete their own work in an honest and authentic way.

We recognise the most important relationship in a school community is between a teacher and pupil. If pupils forget to follow these expectations, the school will work with pupils and parents to correct any concerns so that our remote learning experience works well for everyone. The school reserves the right to delete comments or suspend pupil access to Google Classroom.

#### **Troubleshooting:**

Families having issues with their device should email: [support@123ict.co.uk](mailto:support@123ict.co.uk)