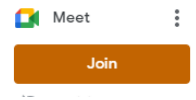


Student conduct, good practice and acceptable use when using Google Meets (Live Lessons)



- Live streamed lessons will only be taught via the Google Meet functionality within Google Classroom. This can be found on the left-hand side of the Stream page.
- If you are invited to a Google Meet taking place outside of the Google Classroom you must use your **school email address**.
- It is **your responsibility to join the live-streamed lesson at the correct time** - you will not be reminded. **Be patient**, the teacher may need a few minutes to prepare the classroom before they admit you to the lesson.
- **You must NOT record or take photos of the session**. Please do not use your mobile phone during the session (except to access the Google Meet).

When joining the live lesson you must adhere to the following:

- **Dress:** students **MUST** be appropriately dressed for a video meeting, as if it were face-to-face.
- **Background:** Consider what is visible in the background that will be seen over the camera. Think about which room you are sitting in and check there is nothing inappropriate in the background.
- **Microphones and cameras:** Students **MUST** mute their microphones before joining so there is an orderly start to the session. If you need to get the attention of the teacher you should use the 'raise hand' function. Please be respectful of the fact the teacher has students in the class they may be talking to and they may not respond immediately. You **MUST** follow the instructions of your teacher regarding the use of your camera.
- **Use of earphones:** Students should, where possible, use earphones as it is helpful in cutting out sound echoes across the Google Meet, and make it easier for individuals to hear and avoid distractions from background noise.
- **Text Chat:** Students can only use this to ask, or respond to, a question. It must not be used for off-topic chat.
- **Respectful behaviour:** As always, it is expected that students are courteous and respectful to one another and the teacher. They should not interrupt when someone else is speaking etc. or talk to each other when the teacher or others are speaking.
- **Other people in the household:** When using Google Meets for lessons, students must avoid other people watching or being involved in the lesson.

Behaviour in the virtual classroom MUST mirror that in the physical classroom. The school Behaviour Policy applies, including rewards and sanctions. The school reserves the right to turn off your microphone, remove you from a live streamed lesson and/or deny you access to future live streamed lessons if behaviour causes any disruption to the lesson.

Helpful advice when you are on a live lesson:

- **Device position:** The device being used for the Google Meet should be placed on a stable surface and not held/carried.
- **Lighting:** To get the best picture from your camera try to have the main light source of the room behind the camera, not behind the subject.
- **Materials etc:** Gather together everything you need for the lesson before you start, so that it is not necessary to leave your computer/device during the call.
- **Connection quality:** The quality of call, especially with video, that is experienced by each user will be largely influenced by their connection speed and/or wifi coverage. It may be helpful to request that other people in the household do not use broadband-heavy applications during the Google Meet, such as streaming high quality video across the same connection.