

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

- **Please note:** By joining a live lesson via Google Meets you are agreeing for the session to be recorded by your teacher. **If you do not consent to this you must not join the live session and you must watch the recording at a later date. Recordings will be deleted when the courses end.**

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 webcam. Do not join a live lesson in your bathroom or bedroom where possible unless you are clearly sitting at a desk and there is nothing inappropriate in the background.
- **Microphones and cameras:** Students **MUST** mute their microphone and **switch off** the cameras before joining and keep them this way unless speaking.
- **Use of headphones:** Students should where possible use headphones as it is helpful in cutting out sound echoes across the conference, and make it easier for individuals to hear and avoid distractions from background noise.
- **Text Chat:** Students can only use this to ask a question to the teacher but not 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. **Behaviour in the virtual classroom MUST mirror that in the physical classroom.**
- **You must NOT record or take photos of the session,** your teacher will provide you with a recording at a later date.
- **Other people in the household:** When using Google Meets for lessons, students must avoid other people watching or being involved in the lesson.

Helpful advice when you are on a live lesson:

- **Device position:** Where possible, the device being used for the video-conference, both by the organiser and participants, should be placed on a stable surface and not held/carried.
- **Lighting:** To get the best picture from your webcam 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 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 video-conference, such as streaming high quality video across the same connection.