

Online rules for students and staff

Online safety support and
guidance for using Google Meets



Online Safety for Staff

Using Google Meet



- Staff should preference the use of Google Meets if they wish to deliver 'live' teaching to their classes.
- If staff use Google Meet for teaching they should **ensure that they record** any meeting that takes place and should inform those involved that they are being recorded.
- Recording the meeting is for safeguarding purposes and to allow those not able to join the meeting to catch up after the meeting has taken place.
- Best practice for KS3 on Google Meet is to use video and audio during a lesson. Be mindful of anything that may also be on your desktop and blur the background to your teacher video if using this.
- If staff use Google Meet they must agree in advance with students the time that a meeting shall take place. It should in normal circumstances be at the same time as when their normal lesson would have taken place on each year group's designated timetable. For best practice the lesson should be posted on Google Classroom.
- Any student who does not attend (and has not informed you of the reason) will need to be logged on SIMS and an email sent to the student from the teacher. HoY will be following up with those students who are persistently missing lessons
- Report any concerns that you have regarding student conduct and safety via the HoY or safeguarding team.



Guide for students **Safeguarding and Behaviour** using Google Meets

Be respectful

Be kind to your peers and communicate in the right way

Do not share screenshots or recordings of meetings with anybody on social media. If this happens, it may be dealt with seriously by the school

Be responsible

Respond when the teacher communicates with you

Complete the work set in the lesson to the best possible standard

Arrive to the lesson on time

Ask questions if you are not sure

Be safe

Don't share inappropriate material

Report anything that makes you uncomfortable

Be mindful of dress and appearance if using your camera on Google Meet

Don't invite other people into the group



Online rules for Google Meet lessons

- Meetings will be set up via your teacher and a reminder will be posted on **Google Classroom**
- Meetings will be recorded by the teacher, so you need to ensure your **behaviour is impeccable** as there will be a record
- **Attendance and punctuality** is automatically monitored. You must let your teacher know in advance if there is a good reason why you can't attend. Non-attendance will be recorded and you and your parents will be contacted.
- Observe the teacher's instruction at all times. Arrive at all meetings **with cameras on and mics off** and **await instructions** from teacher. If possible please 'blur' your background.
- You may wish to use headphones to help eliminate any background noise during the session
- **Limit distractions** - It will be easier to focus on the workshop if you turn off notifications, close or minimize running apps, and mute your smartphone.
- Only use the **classroom stream/chat** unless otherwise directed by the teacher.
- Any students who misuses images or sound will face serious consequences and will be dealt with by a Head of Year and SLT.