



Google Meet Protocol and Procedures for Students

To help support learning during the coronavirus outbreak, we will be using Google Meet to deliver tutorials to students. To ensure these are both safe and effective, here are the protocols and procedures you must follow for these sessions.

Using Google Meet

Google Meet is part of the G Suite for Schools that all students have access to. To use Google Meet, you simply need to be logged into your school account. Your teacher will invite you to sessions via your Google Calendar, where you will have a link to the meeting.

Entering Sessions

You will be sent an invitation and a link to a meeting via your email and calendar, at a set time and date. **You must not share the link for the meeting with anyone.**

During the Session

Please mute your mic/video at the start of the meeting when the teacher asks.

You must be appropriately dressed for the session, as you would be for normal lessons.

You must be in an appropriate environment when in the session, free from distractions.

You must behave in a professional manner, as you would in lessons at school.

You are free to use the chat feature, but please note this must be kept professional and the teacher will be able to see a record of all logs.

The teacher will record the session for the school's records. You, however, **may not** record or take any screen grabs of the meeting.

Failure to meet, or breaking any of these protocols will result in students being banned from using this facility and possible further sanctions.