2021

Online Google Classroom Behaviour Protocol

Helen Chrysafi-Bartrip

[Company name]

2/24/2021

Google Meets at Bounds Green School during Lockdown

We use Google Meets to allow teachers and staff to make contact with pupils, share information and conduct meetings.

> The **purpose** of Google Meet calls may include:
>
> - regular face to face contact with as many children as possible in the class
> - allowing teachers to share learning overviews with children
> - checking in on children's learning and/or wellbeing
> - show and share learning with the class and celebrate achievements during the week
> - helping children with new learning
> - opportunities for teachers/school adults to share stories, answer questions, lead debates and lead very short teaching sessions e.g. phonic sounds, or to explain some tasks in more detail. **PLEASE NOTE: These sessions are for children, not adults/parents**.

When your child is accepted into a video chat by their teacher there are certain guidelines we all must follow.

We expect parent/carers to:

- take ultimate responsibility to make sure students not only attend, but follow the correct protocols when online Google Meetings are scheduled with teachers.
- help their child set up and access Google Classroom using child's user name only. Please use the link posted in your child's Google Classroom for the Meet sessions
- make sure that their child is ready 5 minutes before the advertised start of the meeting, to ensure that their child enters on time and does not delay the meeting or become not locked out
- ensure their child is appropriately dressed for meetings
- ensure other family members are out of camera shot and do not contribute to the video call
- discuss with their child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. If a child is behaving inappropriately, the school may need to suspend their school google account temporarily
- DO NOT record or film the session on another device. This is a safeguarding and potentially a GDPR issue

We expect teachers:

- to lead each Google Meet session
- not to allow attendees to join before the host
- to keep a list of attendees
- to send the link rather than an invite so the pupils can't join until the teacher joins and the teacher has to let everyone in.
- to ensure that attendees are muted as they join the meeting.
- to display the rules on the screen at the start of the meeting so that expectations are clear
- to ensure no one else is on view on their the camera, and to wear suitable and appropriate clothing.
- to take responsibility for removing a student from a Google Meet if their behaviour is not in line with the school behaviour expectations and Safeguarding Policy
- only to hold meetings with a manageable amount of children and during the school day.
- to only admit children who use their own Google Classroom username

- stay on mute until they are invited to speak by the teacher.
- not take part in visible chat and send messages to each other whilst the teacher is teaching
- only share screen content, if the teacher has agreed. They should not annotate over documents that are shared.
- wear suitable clothing, as should anyone else in the home.
- find a suitable quiet environment, in a shared part of the house i.e. preferably not in the bedroom and definitely not in the bathroom; and the background should be blurred if possible and if not should be appropriate.
- always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers or their peers including family members in the background
- attend all teacher- scheduled Meets unless the teacher has been previously notified.
- ALWAYS make sure they leave the Meet. Always double check and get in the habit of logging out and closing their laptop when not in use, to prevent the camera from working regardless.
- not to record or capture content from the video call.

We also expect our children to be SAFE, RESPECTFUL and RESPONSIBLE (see poster attached)

GOOGLE MEET – GUIDANCE AND SUPPORT FOR PARENTS /CARERS

- Please let your children have some privacy. They need to be able to participate without worrying about you overhearing them, so let them set up in a location that gives them some space
- Close all other tabs: video-conferencing uses a lot of machine power. It's a good idea to keep devices plugged into the mains power.
- Set expectations for how your child should behave on camera eg face the screen, mute when not speaking, unmute when asked to contribute, turn off the camera if you need to blow your nose etc…
- Children should behave appropriately when learning by video, just the same as if they were in class
- Help your child to assemble all necessary resources. They may need headphones, a microphone and paper and pencils to take notes. Look at your child's Google Classroom in advance to determine whether they need anything extra for their live video sessions
- Choose a neutral background: working from the bedroom is a little too intimate for a class setting. If they must, help them make out a space where they can have peace and quiet but that doesn't convey too many personal details
- Don't take devices into the bathroom: Just as with regular school, children should go to the bathroom before the lesson begins. If there is an emergency, make sure your child knows how to temporarily disable video and mute themselves and then turn everything on again
- Be respectful of others: As in class we expect our children to be patient and courteous to the teacher and to others. Please impress upon them that this is an unusual time for everyone, and appropriate behaviour should be maintained at all times

VIRTUAL LEARNING RULES

Turn on your camera and sound.

SHHH!

Enter the virtual classroom quietly.

Mute yourself
until you raise your hand and your teacher calls on you.

Sit on your chair sensibly and look this way

Stay in one place and face the camera.

Please do not eat during the meeting. Have your food/snack before you enter the Google Classroom

VIRTUAL LEARNING RULES

TURN ON your camera and sound

ENTER the virtual classroom **QUIETLY**

MUTE YOURSELF until you raise your hand and your teacher calls on you

STAY IN one place **AND FACE** the **CAMERA**

EAT BEFORE YOU ENTER the virtual classroom

NO DISTRACTIONS

ALWAYS do your **BEST WORK**

ALWAYS BE RESPECTFUL to your teachers and classmates

GOOGLE MEET – <u>BE SAFE</u>, <u>BE RESPECTFUL</u>, <u>BE RESPONSIBLE</u>

BE SAFE

- Get permission before you log on
- Use your own Google login details
- Protect your password by not sharing it with others
- Protect your class link by not sharing it with others
- Take part in class meetings only if you have been invited
- No one else should be on camera unless your teacher says it's okay
- Follow school rules for using computers
- Do not take photos or record screenshots or record videos during the meeting

BE RESPECTFUL

- Raise your hand if you want to talk and your teacher will call on you
- Ask questions about what you are learning
- Stay focused during the session
- Be kind and respectful to others
- Be patient, this is a learning experience for everyone
- Nod or give a thumbs up to show you understand
- Mute your microphone unless you have been asked to talk
- Wear clothes that would be appropriate for school
- Pause your video if you have to step away from your computer
- Do not eat or have snacks during your lesson time

BE RESPONSIBLE

- Check your technology before the meeting begins
- Pick a quiet spot and let others around you know you are in a meeting
- Have your resources beside you before the meeting begins, including paper and pencil in case you need to write things down
- Look around you - make sure anything on video is something that can be seen by others
- Do your best to use correct spelling and grammar in the chat box to ask questions and share ideas
- Ask your teacher for help if you don't understand something
- Use headphones if you have them