



Udston Primary School

Google Meets

Guide – February 2021

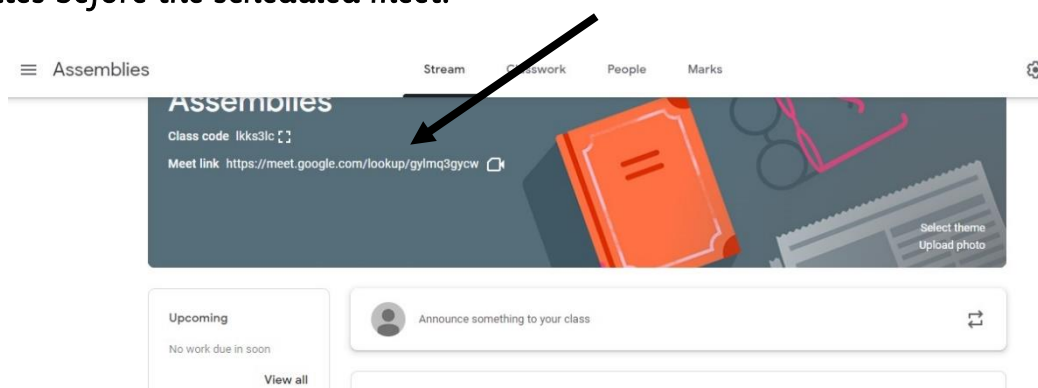


Our first Google Meets were a great success and it was lovely to see so many of our pupils taking part.

Please read the updated guide with some helpful tips for future Meets.

Google Meets

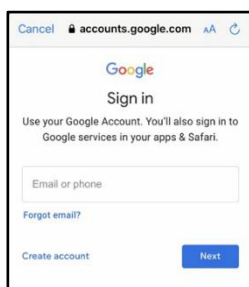
These 'live interactions' will take place through Google Meets, which is accessed within your child's Google Classroom. This can be accessed on a laptop, desktop computer, tablet or mobile phone with internet access. A microphone and camera are required. They will log into their own Google Classroom and click on the link in the header, indicated in the picture below. **This link will only be available five minutes before the scheduled meet.**



Connecting to Google Meet on a tablet or mobile device

Downloading the Google Classroom and Google Meet apps will give you the best connectivity.

It must be the child's account. Click to Sign In and Choose an Account – you need to use your Glow account and it should have the **@sl.glow.scot** ending not @glow.sch.uk.



If you don't see your Glow account, then click to **Add another account** and enter your Glow account details – REMEMBER [username@sl.glow.scot](#) not glow.sch.uk

Turning your phone landscape can improve the Meet experience as presenters and presentations are displayed in a larger format.

Recording of Google Meets

These recordings will be recorded for safeguarding purposes, but will not be made available for pupils/parents afterwards for this reason.

Before the online meeting starts

Find a suitable place to sit – this should be somewhere:

- that is not your bedroom, unless this is completely unavoidable
- with your back towards a wall to reduce how much of your surroundings are in the camera frame and try not to have personal items on display such as family photographs
- quiet with no distractions eg turn off the TV, radio etc or use headphones
- with good light but do not sit with your back to a window as it makes it difficult for others to see you
- with a table or hard surface to place your device on to maintain a stable image/connection

Prepare as you would for a real lesson in school – which means:

- dress appropriately, as you would if others outside your home would see you (no football strips, please)
- be on time for the session starting and be ready to take part – your teacher will share the dates/times of online sessions; you should discuss this schedule with your parent/carer
- If your teacher has asked you to have resources e.g pen and paper, make sure these are ready before you join
- Mobile phones should not be used during your Google Meet

also

- let other people in your house know that you are joining your Google Meet so they do not accidentally interrupt you once the session gets underway

During the online meeting

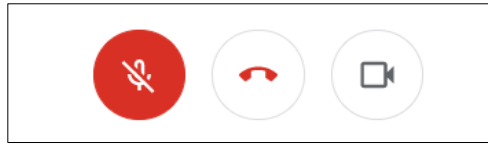
Behave as would be expected in face-to-face lessons and listen carefully to your class teacher.

Your teacher is able to remove you from the meeting if you do not conduct yourself appropriately and this is likely to result in follow-up action by Mrs Henry or Mrs Drennan, who may also discuss this with your parents/carers.

Use the chat facility to communicate with your teacher and/or participate in discussions – this can be found on the top right of your screen. Remember not to use this function unless you have been asked to.

Only unmute your microphone if your teacher gives you permission – remember to mute it again once finished speaking.

You will find the mic/camera controls by clicking anywhere on your screen, a white banner appears at the bottom, click on the red microphone icon to unmute, click on the white microphone icon to mute.



Only share your screen (Present now) if your teacher gives you permission – remember to stop sharing once you have finished.

You may find it easier to follow what's being said during lessons by turning on captions, which show text of the conversation; no one else can see you are using closed captions and only you can put them on or off.



At the end of the meeting, disconnect by clicking on the red 'hang up' icon (found between the microphone and camera icons).

After the online meeting

Follow up on any actions given to you by your teacher – these may be posted on your Google Classroom.

If there was anything during the meeting that caused you concern, it is important that you contact your teacher and/or discuss with your parent/carer who can contact your school.

Parents/carers – helping your child with their Google Meet

Before the online meeting starts

Information and a schedule of meetings will be made available in advance of any online sessions; pupils are asked to ensure these are shared with parents/carers to help you plan for online lessons/meetings.

Help your child by finding a quiet and well-lit place, preferably not a bedroom, to take part in online lessons; the background area should be clear and away from an area where other members of the household may be visible on camera.

Remind your child of the need to behave appropriately and to follow teacher instructions and the school charters; for younger children it would be desirable if you stayed close by to monitor their activity.

Inappropriate behaviour may result in a child being removed from a lesson and a follow-up discussion with a member of senior leadership.

All online meetings will be recorded to ensure everyone feels safe and secure while using videoconferencing; **only teachers are permitted to record meetings.**

Connecting to the online meeting

Your child has been provided with instructions for joining a Google Meet videoconference but may require some help getting the sound and/or camera to work – you can help your child explore the different settings for this prior to an online session starting.

During the online meeting

It is important that parents/carers do not attempt to participate in online meetings with pupils, this is to protect your own privacy and that of others. If you need to speak to your child's teacher, please use the usual means of communication to do this.

If your child is experiencing difficulty during a meeting they should use the chat facility to communicate this to their teacher, parent/carers must not interrupt meetings by speaking or appearing on camera.

After the online meeting

It would be helpful if you could follow up with your child after Google Meets (depending on their age and stage) to ensure they are clear if next steps have been provided by their teacher.

If you have any concerns about the use of Google Meet or the content of online lessons, please contact the school using the normal channels of communication.

Safety

Since Google Meets will be hosted within our Google Classrooms, only children from the class can join.

At least two members of staff will be present during every Google Meet.

A member of staff will disconnect anyone displaying inappropriate use during the Google Meet.

The Google Meet User Agreement should be read fully and discussed with your child/ren.

Attendance

We hope that all pupils will be able to join their Google Meets as they will provide the opportunity for social interaction, as well as being able to discuss their Remote Learning.

We appreciate that family circumstances are very different and that many of our families are sharing devices. We will try to offer different dates and times of the Google Meets so that pupils can join as many of them as possible.



Udston Primary School



Google Meets

User Agreement – January 2021

As part of our Remote Learning provision, we will use Google Meet to allow pupils to engage in 'live interactions' with class teachers and classmates.

All Google Meets will be hosted within Glow and pupils will need their own username and password to sign in.

Parents/Carers should not be on screen or talks during the Google Meet as this is an opportunity for teacher/pupil interaction only.

Some ground rules to keep everyone safe:

- Pupils should only click the link on the scheduled day/time.
- When you join your Google Meet, you must mute your microphone so that everyone can hear the teacher.
- If your teacher asks, you may use the 'hands up' button to answer a question or to show you have something to share.
- If your teacher says you can, you can use the chat function to reply to questions.
- When the Google Meet ends, you must hang up and leave quickly. The teacher will be the last one to hang up to ensure everyone has left.
- Follow our school charters during your Google Meet.

Further information for Parents/Carers:

- Google Meet is not a time for parents/carers to ask questions. If you have any questions or queries then they should email the class teacher directly, send a private message via Google Classroom or contact the school office.
- All Google Meets will have two members of staff online and will be recorded for safe guarding purposes. These recordings will **not** be shared with other pupils/parents.