



**OLD BEXLEY CE PRIMARY SCHOOL**

Love God ♦ Love Each Other ♦ Love Learning

### **Guidelines for using Google Meet in Google Classroom and How to join a Google Meet**

Old Bexley prides itself on the culture of safeguarding and so we would like to put in place these guidelines below for any Google Meet meetings that may take place. This is to safeguard the children and staff.

- Old Bexley will only conduct group Google Meet meetings.
- All video sessions will be held at a scheduled time which will be organised by the class teacher. They are not compulsory.
- Staff and children will wear suitable clothing, as should everyone else in the household.
- Any computers should be used in appropriate areas, and ideally not in bedrooms; where possible this should be against a neutral background.
- Whilst we know this may not always be possible, an adult should ideally be present in the background when video conferencing meetings are taking place.
- The meetings will be held at a reasonable time and will last for an appropriate time.
- Language must be professional and appropriate, including any family members in the background.
- Google Meets will be recorded by the teacher for safeguarding purposes.
- Children are not to record or screenshot any part of the Google Meet.
- Please remember to behave as you would in school, be polite and kind.
- When your teacher asks you to mute your microphone you must do this.
- Anyone behaving in an inappropriate way on the Meet or in the chat may be removed from the Meet.

Please talk to your children about these points and how they need to behave within Google Meet meetings.

## **How to join a Google Meet**

If your teacher turns on Meet for Classroom, you can join a video meeting for your class. You can join a class video meeting after the teacher starts the meeting.

To use Meet, you have to sign in to Classroom with a school account. Your account looks like *you@yourschool.edu*.

1. Tap Classroom .
2. Tap the class.
3. On an announcement or assignment post, tap the video meeting link.
4. (Optional) To allow Meet to use your camera and microphone, tap Allow.
5. Before you join, at the bottom, make sure you're signed in with your school account. If you need to switch accounts, tap Switch select the Classroom account.
6. To join the class video meeting, tap Join meeting.
7. Only try to join the Google Meet at the assigned time or you may have trouble joining.

Please make sure you have downloaded the most up to date version of Chrome if you are on a laptop or the Meet app if you are on a phone or tablet.