



## Google Classroom Meet Policy 2020/21

By enabling and allowing my child to login to the St Mary's C of E Primary School Google Classroom meeting, I agree to abide by the following:

- I understand that for safeguarding purposes the meeting will be recorded;
- I give permission for my child(ren) to participate in a meeting using Google Classroom, 'hosted' by a member of St Mary's C of E Primary School staff, including permission to communicate using the microphone and camera;
- I understand that as a parent, I am responsible for supervising the suitability of my child's/children's online access, communication and the 'home' setting (wherever remote learning is taking place outside of St Mary's C of E Primary School). This includes ensuring children have a quiet, safe space from which to meet (in an appropriate room), are wearing appropriate clothing, and that there are no age-inappropriate or unlicensed background noises visuals or moving images;
- I understand that only my child(ren) will join the meeting, and that adults and other children will not be permitted to partake. Parents are encouraged to supervise (but not appear on screen). Each meeting will end at the discretion of the hosting St Mary's C of E Primary School staff member;
- I understand that by giving permission, 'meetings' will be occasional – by invitation only, and from St Mary's C of E Primary School staff on Google Classroom only;
- Should you or your child(ren) be invited to meet by an individual or organisation from outside the St Mary's google address format, the invitation should be reported to the Head Teacher immediately, as a potential safeguarding issue;
- I understand that my child(ren) will only be invited to meet between the hours of 9.00am and 3pm, Monday to Friday during term time;
- I understand that St Mary's C of E Primary School staff will approach Google Classroom meetings as being an extension of the classroom learning environment. As such, classroom and school expectations, procedures, policies, and rules will be adhered to as normal – by teachers and children alike. School staff will facilitate and lead all meetings and will follow the school's behaviour policy and classroom rules; and
- I understand that by allowing my child/ren to login I am agreeing to this policy in full.

St Mary's Ground Rules for Live Google Meet sessions.

No chat while teacher is talking



Be on time



Zoom from kitchen or living room



Mute yourself



Turn on video



Be prepared



Adult needs to be present



Raise your hand to talk



Be respectful

