



Key Stage 3 Google Meet Expectations



Please can you all read through the following guidance before your first Google Meet lesson.

Before you start

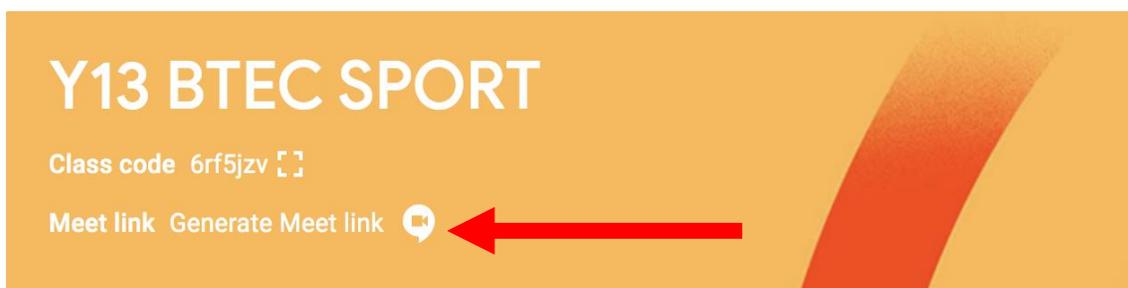
- Check your classroom 10 minutes before the lesson is about to start for the link in the top left (diagram shown below).
- Gather your resources: device (make sure whatever you use is charged), notebook, pencil/pen.
- Find an appropriate spot without distractions.
- If it wouldn't be appropriate in the classroom, it isn't appropriate in the meeting. Students will be removed from the class and home contacted if behaviour is not appropriate.
- Be on time, early would be preferable.
- Attendance to the session will be recorded and followed up.

Important privacy issues

- When you participate in a video meeting, you are providing a “window” into your home.
- Please think about what is behind you and what may come into view during the meeting.
- **Do not screenshot or record anything during the meeting it is illegal to do this.**

Joining the meeting

- Click on the link provided through your google classroom. You can find this under the class name and the class code at the top of the page.



- Mute yourself by clicking on the bottom of the screen.



Using your camera

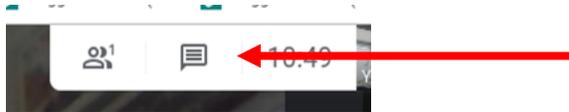
- Make sure if your webcam is normally covered you remove the tape covering it.
- Select the camera button on the bottom of your screen to turn it on.
- Try to look at the camera, not your screen.
- Please keep your camera on during the lesson so staff are able to see you as they would in lessons.

During the lesson

- It will be expected that you are fully engaged in the lesson.
- If you think it would not be appropriate to do it in a lesson at school then it would not be appropriate for a Google lesson. Ready, Respect, Reward.
- Use the chat for any questions you may have on the lesson content (this is monitored by another teacher).
- Raise your hand to share ideas, and the teacher will ask you to unmute yourself.
- Take notes on paper or in a google doc as you would normally do in school or as directed by your teacher. You can always contact your teacher after the lesson with any questions.

During smaller live lessons

- Follow the teacher instructions and unmute yourself when you are invited to talk by the teacher, then mute again.
- Pause for a moment to allow for the audio delay.
- Talk normally.
- You can request to speak or ask questions by using the comment section at the top of the page.



- Don't have side conversations. The mic will pick up other noises in the room.

Some final thoughts

- You are Biddenham students and the staff expectations will be high.
- Always behave as if your camera and mic are on, this is new for everyone.
- Please remember to be respectful at all times.
- We will get through this together!

We can't wait to see you!