

## Google Meet expectations - Students

Please can you all read through the following guidance before Google meet lessons.

### Before you start

- Check your timetable/lesson time
- 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).
- Be on time, early would be preferable.

### 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.**

### Joining the meeting

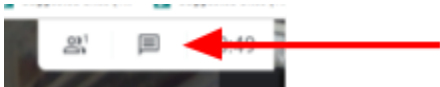
- Click on the link provided through your google classroom. You can find this under the class name and the class code at the top of the page.



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



- 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.

### Using your camera

- Select the camera button on the bottom of your screen to turn it on and off.
- Try to look at the camera, not your screen.
- Please keep your camera on during the lesson so staff are able to see you.

### During the lesson

- It will be expected that you are fully engaged/listening 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.
- Use the chat, but think before you type, just like you would think before you talk. Use this feature to ask any questions you may have on the lesson content. (The teacher will attempt to answer these questions at the end of the lesson)
- 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

### Some final thoughts

- Always behave as if your camera and mic are on.
- Please remember to be respectful at all times. Please think before speaking and make sure that your comments are on-task and kind.

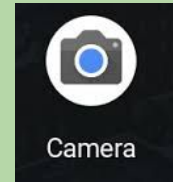
### Be Prepared

- Look at your timetable
- Ensure you have the resources ready
- Click on the google meet link via the google classroom



### Privacy

- Think about your background and behaviour online
  - Have your camera on where possible
  - Mute your microphone unless asked to speak



### Making the most of your learning

- It will be expected that you are fully engaged/listening in the lesson
  - Use the chat feature for any questions
- Take notes on paper or in a google doc as you would normally do in school or as directed by your teacher.



### Following on from the lesson

- Complete any tasks set on the google classroom by the given deadlines
  - Ask for help if you are unsure
  - Act on feedback given

