

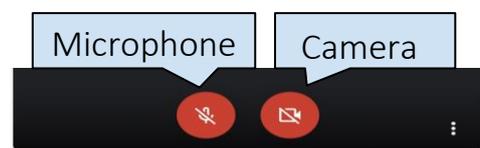
Google Classroom User Agreement



This guide is to support all parents/carers in providing a safe, secure sharing environment for all of the children attending.

All children should be supervised at all times whilst attending google meets.

- All children and staff to dress appropriately.
- Please set your child up with a quiet space with a school appropriate background.
- Set up the device.
- Join the meeting on time or a few minutes early.
- Follow the link and enter the meeting code or nickname provided by the teacher - do not share this information with others.
- Check the camera and audio prior to joining the meeting.
- You can turn off the microphone prior to joining the meeting.



During the Meet

- When you enter the Meet, ensure all children enter muted (turn off the microphone, if you have not already done so). Turn it on only when it is their turn to speak.
- If the webcam is on, it is visible to others in the Meet. Continue to be aware of your child and your surroundings. You can turn the camera off at any time.
- Ensure your child stays attentive as they would in a classroom environment - paying attention to the teacher and other children who are speaking.
- Is the Meet being recorded? No
- When your child has a question or something to contribute, use the chat messaging feature or ask them to put their hand up.
- Only one child should speak at a time - wait for the teacher to call on them. When it is their turn to speak, unmute them and encourage them to speak up so everyone can hear you. If the webcam is on, ask them to look into the camera when they are talking.

