



Google Meet Etiquette

DO



- If possible sit in a quiet spot in your house with limited distractions and background noise
- Please ensure that your mic is muted when you join the meeting. The teacher will advise when to turn this on
- Keep yourself on MUTE until it is your time to speak
- Please try and join the meet at the scheduled time. Meetings will only last between 20-30mins!
- Make sure you are dressed appropriately
- When wanting to ask a question or share ideas, please click to raise your hand and wait for the teacher's response
- Please choose to have your camera on or off
- Please remove yourself immediately from Google Meet if your teacher accidentally comes off the Meet before you
- When your Google Meet is finished, please remove yourself immediately from the Meet by clicking the telephone symbol
- Please ensure that you are logged in with your Google Suite Account (this is the same as your glow log in and password but ends @sl.glow.scot instead of @glow.sch.uk)
- Keep your language and interaction appropriate, as you would in face to face conversations, whether with teachers, or their peers



DON'T

- Don't walk around with your device. Make sure you stay in the one spot
- Try not to interrupt others when they are talking. If you have a question then please click to raise your hand
- Please don't share your screen with others unless informed to by your class teacher
- Please DO NOT film the session on another devices this is a safeguarding and GDPR issue

PARENTS

This is a special time for students to connect with their teachers and peers. We appreciate you being quiet observers. If there are technical difficulties, please help out. If you have questions or concerns, please reach out to teacher via the school office email. Many thanks!

