

Digital Learning Online Advice for Learners and Parents on Google Meets

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Key Points Summary

Learning online is new for many pupils and parents. This document provides advice on how to set up for learning, to be part of online meetings and access learning via Google Classroom and Google Meet.

Many learners benefit from the face to face interaction which can be facilitated by online meetings using Google Meet where they can interact with teachers and other learners. There is no obligation for learners to use a camera or microphone if they do not wish to do so.

Google Classroom, including online meetings via Google Meet, are accessed as part of the learners Glow account and should only be accessed by the learner for the purposes of their education.

Learners should be aware that the Google products that form part of G Suite for Education including Google Classroom and Google Meet are ever-green products which means that new features and developments may be deployed at any time without notice. Support can be found on the [Digital Support Site](#).

Please note it is not permitted to record or take screenshots/photos of any live learning.

The key points are:

For pupils:

- find a quiet space
- use headphones if you can
- place your device so the camera doesn't show too much of your home (to protect your privacy)
- behave in the lesson as you would be expected to in school
- be kind and considerate of others
- follow up tasks may be issued by your teacher and they will let you know how to ask any questions you may have
- only switch on your camera and microphone if requested by your teacher if you and your parents are happy for you to do so

For parents:

- help your child find the best place to work (if possible, not a bedroom)
- be on hand, if you can, to help if needed
- take an interest in your child's work and the work left for him/her to complete in their Google Classroom
- Glow accounts are issued your child and should only be accessed by them for the purposes of learning and teaching

Google Meet - Live Lessons from your home

Getting set up

First of all, if you are not comfortable with being on camera speak with your teacher. Let them know using an email, so that other arrangements can be put in place.

Using Google Meet is inviting someone into your home. You need to think carefully about the view from your web camera and how you are set up at home for learning online. Here are some top tips.

- Be dressed suitably - no pyjamas - get dressed as you would be happy to be seen outside of your home.
- Sit somewhere with your back towards the wall. This will reduce how much of your home is in the camera frame.
- Turn the TV and other distractions off. Try to find a space which is quiet. Don't worry - we know this might not always be easy for everyone to do.
- If you have some headphones, use them. You might need to change the meeting settings after you plug-in your headphones. This will work even better if they have a microphone. [HELP HERE](#)
- Choose somewhere with good light but don't have your back towards a window if you can avoid it. Too much light can make it difficult for others to see you on your camera.
- Have your device on a table rather than on your knees. If you don't have a table, use cushions under your device to make yourself more comfortable.
- Have some paper/jotters handy with a pen or pencil so you can write notes if you need to. You could also use Google Doc to write short notes with your device during your meeting.

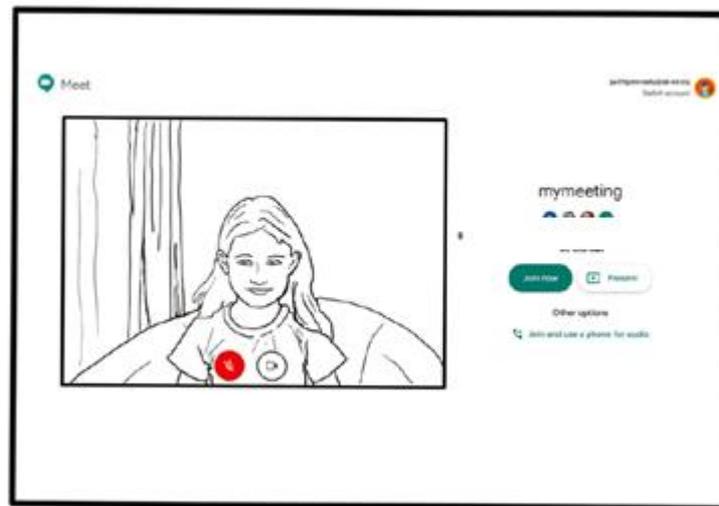


Connecting to your meeting

Your teacher will set a time for your meeting and post the details in the Stream of your Google Classroom to let you know the date and time. They will then post a link to join the meeting just before it starts. Your teacher will be in the meeting room first and also be the last to leave it.

Your teacher may record the meeting, but this will be announced before the recording starts and you can choose to switch off your camera and microphone. The recording of the meeting may be made available to pupils who couldn't attend. **Under no circumstances should you record any part of the meeting.**

- Visit your Google Classroom to get the meeting link just before the meeting is due to start.
- Click on the meeting link.
- Mute your microphone before you enter the meeting. You can also switch off your camera if you wish.



- Click **Join now** to enter the Google Meet. *Don't click Present.*
- Once connected, listen carefully to your teacher. You can use the chat to ask questions or **unmute** your microphone and ask your question. You should **mute** your mic again after you have asked your questions.

In your Google Meet

- In your Meet, be kind and considerate of other people. The Meet is just like being in school and you need to behave appropriately. Your teacher may remove you from the meeting if you don't do so. If you are removed from a meeting, the Headteacher or another member of senior staff may discuss this with you and your parents/carers.

Ending your Google Meet

- When the call is complete, disconnect by clicking the red "hang up" button.



Remember to check your Google Classroom after the meeting for any assignments that your teacher has set for you.

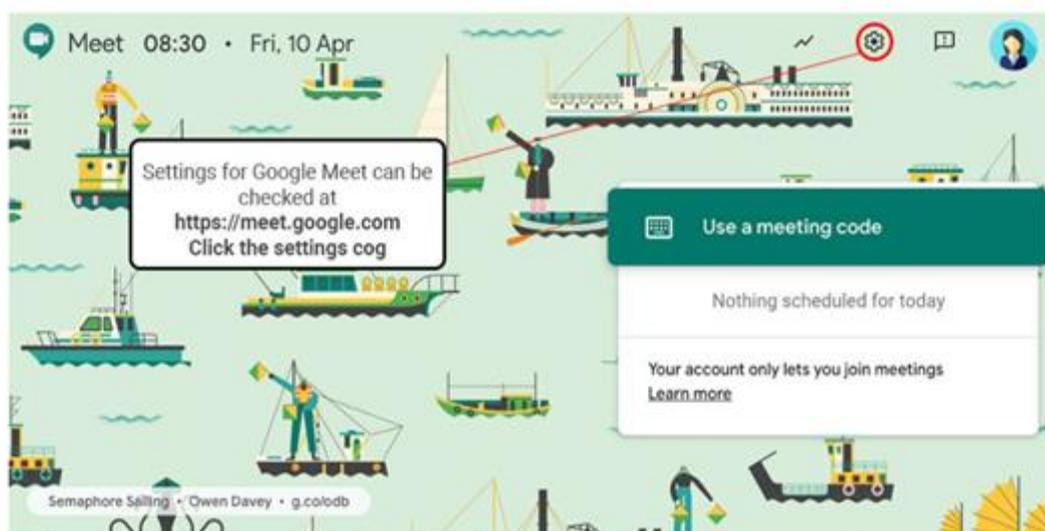
Google Meet Checklist

	Task
	I know the time and which Google Meet my lesson is taking place in
	I know what type of behaviour is expected of me during the Google Meet
	I am dressed appropriately
	I have selected an appropriate place to take part in the Google Meet, preferably with my back to the wall
	I have checked what is behind me and am happy there is nothing I wouldn't want to be seen
	I have previewed my camera before joining the Google Meet and I am happy with what can be seen
	I have let people know I am taking part in a Google Meet so they don't disturb me
	I have opened a Google or Word document to take notes, or I have my jotter/a note pad and pen ready
	I have checked the correct microphone and camera are selected
	I have muted my microphone ready to join the Google Meet
	After the Google Meet, I have checked my Google Classroom for any follow up tasks

Parents - Helping your child to set up & connect

Our tips for helping your child to be part of an online video lesson.

- Remind your child that they need to behave appropriately in online lessons.
- Encourage them to be polite and respectful during the call. Be aware that inappropriate behaviour may result in your child being removed from the meeting and a follow-up discussion with school staff.
- Position the computer/device in a room where you can monitor their activity, preferably not a bedroom.
- Glow accounts are issued to your child for the purposes of learning and teaching and should not be accessed by anyone other than the Glow user themselves.
- Keep the background clear, with good lighting and sound (see our pupil tips above).
- Information about who is hosting the lessons, what the lesson will be about and what tasks are set following it will all be shared in your child's Google Classroom or via email. The link to the meeting will be shared in your child's Google Classroom or through an email invitation to their Glow email account before the meeting is due to start.
- Your child may need support in setting up their Google Meet, connecting their headphones, if they have them, and selecting the camera. This can be done prior to joining the Google Meet by selecting the  icon and using the drop down to select the correct option. The webcam image can be previewed before joining the Google Meet. Once a Google Meet has started the same menu can be accessed in the More action icon 



- Direct action interactions by parents/carers within the Google Meeting is not part of the learning offer.
- To protect your own family's privacy and that of others, we ask that participation in online meetings is kept to your child, their class and teacher. Google Meets should not be recorded by the learner.
- If you have any concerns about the use of Google Meet or the content of live lessons, you can contact your school (details [here](#)).

General support for using Google Meet in Glow can be found - [HERE](#)