



**Kilbarchan Primary School**  
**Google Classrooms – Live Engagement Policy**  
**January 2021**



Dear Parents and Carers

We are delighted to be able to include live engagement sessions for our learners through Google Classroom. Your child's class teacher will be providing details over the coming days as to the first of these events and your child should log in via Glow in order to access this.

When agreeing to allow your child to access these planned live sessions, it is with the knowledge that there is some risk involved in relation to the use of online video communications. We want to minimise any such risk to our school community and ensure that all our learners continue to work in a safe and supportive environment. **Our Google Classrooms Live Engagement Policy must be read and signed by parents/carers prior to any live online engagement by your child.**

**Kilbarchan Primary School will:**

- Provide an approach where risks have been assessed, and measures put in place to minimise risk, using guidance currently available.
- Continuously update risk assessments and safety measures in response to new information from trustworthy sources.
- Ensure only class teachers set up live meetings (unless an alternative arrangement has specifically been made and authorised by the headteacher).
- Ensure class teachers use their professional account to set up meetings.
- Share the link only on Google Classroom, where all children have access.
- Use the nickname (meeting ID) for each meeting.
- Continue to follow school policies, including the Safeguarding and Child Protection Policy.
- Follow the school expectations for behaviour and be kind to everyone on the session.
- End the session should there be any concern for pupil welfare.
- Employ a system that enables all children to take a turn to speak should they wish.
- Allow children who simply wish to watch and listen to do so. There is no expectation to say anything.
- Ensure children do not share pictures or images of other people during the call, even if they are family members.
- Set the standard and expectations with pupils at the start of the live session including the method by which pupils can alert the teacher if they are upset or concerned about anything seen or heard online.
- Not allow access to any pupil who arrives late into the live meeting. We will do this because they will have missed the standard and expectations input from the teacher.

**Parent/Carer – I understand and agree that we will adhere to the following expectations:**

- I will not share the meeting ID with anyone or across any social media platform.
- The class teacher will close the waiting room 5 minutes after the start of the meeting. I understand that my child will not be able to join the meeting after this time.
- I will ensure that a parent/carer remains in the room with my child for the full duration of the Google meeting.
- I will ensure my child is in a central room in the house e.g. not their bedroom.
- I will ensure that other members of my household understand that a live session is taking place and that they should not appear in the background of the call.
- I will try where possible to ensure that the background is neutral and does not contain any personal information.

- I will not take part in the call and understand that this is an opportunity for class teachers and children to connect. It is not an opportunity to discuss online learning or my child's specific needs.
- I will not record any part of the live session as this would breach GDPR laws.
- I will not share any sensitive information another child may say during these calls.
- I understand and consent that the lessons may be recorded and monitored by the school only, for safeguarding or quality assurance purposes. If such a recording is to occur the class teacher will make pupils aware of this at the outset and their continued presence will be taken as an agreement to participate.
- I agree that I am responsible for disabling the webcam and microphone features prior to entering the lesson. The teacher will inform participants if and when either of these two functions can be enabled.
- I understand and am mindful that the webcam and microphone ability can be re-enabled by myself or child during the lesson and will take swift measures to disengage if asked to do so.
- I understand that there will be chat function for my child to engage and contribute. The content of this chat must be pertinent to the discussion and respectful towards others.
- I understand that if I have any questions or queries, I will contact the school office and not ask them during the session unless it is to support a technical aspect of the live session.
- I understand that if the teacher asks my child to leave the meeting at any time this will take place promptly.
- I understand that the teacher has the capacity to remove any participant from the meeting.
- I understand that at the end of the session the teacher will ask all participants to leave the meeting and I must ensure my child has done this. The teacher wait until everyone has left before leaving the meeting themselves.

**Now that you have read this please tick the consent box in ParentPay.**