



## **Guide to Google Meet**

**Please read carefully and discuss this with your child prior to joining any Google Meet sessions.**

### **What is Google Meet?**

Google Meet is an interactive online video conferencing platform which will allow your child to participate in online live sessions with their teacher. You access Google Meet through the school Google Classroom(s).

### **How will Google Meet be used?**

Your child will access Google Meet with their stirlingschools.net G-Suite accounts. The Meet can only be accessed through a link in the Google class and only members of the class will be able to participate.

The live sessions will be recorded so that anyone who cannot attend can catch up at a later time. Your child has the option to turn their camera off if you or they are not comfortable with the video function on. The recordings will be shared on the Google Classroom for 21 days. **The school needs parental permission for children to take part.** If you do not want your child to be recorded in the live session they can watch the recording later which will be posted on the Google Classroom. Please note that parents or children must not make their own recordings.

All recordings will be deleted after 21 days. Please see our Privacy Notice here: [Register of Personal Data Processing](#)

### **Tips to help your child to set up and connect**

Using Google Meet is inviting someone into your home. Children should be encouraged to think carefully about the view from the web camera and how it is set up at home for live sessions. Here are some top tips:

- Remind your child that they need to behave appropriately in online sessions.
- Encourage them to be polite and respectful during the session. 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 camera somewhere with your child's back towards the wall. This will reduce how much of your home is in the camera frame.
- Ensure the computer/device is in a room where you can monitor their activity.
- Ensure your child is dressed suitably as you would be happy for them to be seen outside of your home.

- Turn the TV and other distractions off and ensure the space where your child is working is quiet.
- 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.
- Information about the lesson and details of follow up tasks will be shared in your child's Google Classroom. The link to the meeting will be shared in your child's Google Classroom just before the meeting is due to start.
- 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. All sessions will be recorded by the class teacher.
- If you have any concerns about the use of Google Meet or the content of sessions, you can contact your school.
- To ensure the safety of all participants, we ask all our teachers to record their live lessons.

### Joining the Meet

- Your child's class teacher will set a time for the meeting in Google Classroom. This is also where you will find the link for the meeting when it starts. The class teacher will be the first person in the meeting room and will be the last person to leave it.
- The teacher will start recording the meeting as soon as it begins.
- Mute the microphone before your child enters the meeting. You can also switch off the camera if you wish.
- Click **Join now** to enter the Google Meet. *Don't click Present.*
- Once connected, listen carefully to the teacher. Your child can use the chat function to ask questions or **unmute** their microphone and ask a question. Your child should **mute** their mic again after you have asked your questions.
- **Remember that the meeting is being recorded.** The REC in red on the top left of the page tells you that recording is happening.
- When the Meet is finished, disconnect by clicking the red "hang up" button.

**A video tutorial for accessing Google Meet will also be available on your child's Google Classroom.**