



# USING GOOGLE MEET

## Guide for Parents and Children

Google **Meet** is Google's video-communication service. Similar to Teams or Zoom, it allows groups of users to meet virtually using cameras and microphones, to share screens and communicate.

As the need for dynamic distance learning has increased, Google has integrated Meet with Google Classroom – allowing the possibilities of live learning, discussion sessions and more. It is a fantastic tool and – like any online service – must be used safely and appropriately.

### BE RESPECTFUL

- ✓ Mute your microphone unless you are talking.
- ✓ Put your hand up if you want to talk and your teacher will ask you to contribute.
- ✓ Stay focused and ask questions about what you are learning.
- ✓ Show our Federation values of **compassion**, **perseverance** and **respect** to everybody in the meeting.
- ✓ Let your teacher know if you need to step away from your device or leave the meeting.
- ✗ Don't talk over other people or be unkind when they have something to say.

### BE SAFE

- ✓ Make sure an adult at home knows that you are about to meet your class online.
- ✓ Join the meeting in a place which **isn't your bedroom** – a living room or office is great.
- ✓ Use your own Wyke Regis Google Classroom login, not anybody else's.
- ✓ Protect your password and class 'Meet link' by not sharing them with other people.
- ✗ **Don't take photos or screenshots, or record videos, during the meeting.**
- ✗ **Nobody else should be on camera unless your teacher says it is OK – including siblings and parents.**



### BE RESPONSIBLE

- ✓ Check your technology before the meeting. Make sure your device has enough battery.
- ✓ Have your equipment – pencil, paper, ruler and anything else you will need – ready before the meeting begins.
- ✓ Make sure the environment is suitable before the meeting begins. Pick a quiet place at home and let others know that you are in a meeting to make sure there isn't too much noise.
- ✓ Try your best with all your learning.

If we follow these guidelines, we can make sure video meetings are safe and successful for everybody while we're learning from home.