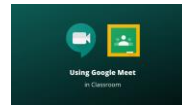


KPJS GUIDELINES FOR GOOGLE MEET



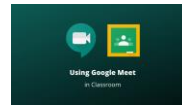
Below are the expected behaviours and guidelines when you take part in a Google Meet Video Lesson.

When you are accepted into a video chat by the teacher, there are certain guidelines we must all follow.

- Students are to find a suitable quiet environment to be part of a call, with no other people or distractions around
- Students are to be somewhere appropriate; not in their bedroom or bathroom etc
- Backgrounds behind the student need to be appropriate or you can select the blur background tool
- Students should be dressed appropriately and ready to listen
- Students must MUTE the mic immediately when they join, if the teacher hasn't. Only turn the camera off if requested to do so
- Use headphones if you can to reduce background noise

Here's how a Google Hangout Meet will work:

1. Students click on the link from their teacher
2. Click the "Ask to Join" button. You will only be allowed to join if your parents have returned the permission form
3. Wait to be admitted by their teacher
4. Enjoy the learning conversations appropriately
5. At the end, students wait to be removed by their teacher



Should a student be rude, non-compliant or inappropriate, the teacher will remove them from the video call and follow this up with the parent concerned. Depending on the seriousness of the behaviour, they may be removed from Google Classroom.

Any safeguarding concerns will be referred to one of the safeguarding team: Miss Mason, Mr Murji, Mr Baumring or Mrs Maloney.

*****Behave how you would in the classroom, as this is what it is, an online classroom! Be sensible, but enjoy this unique KPJS learning experience.***

Please write your name below if you and your parents accept these rules: