

Google Meet

Code of Conduct and Best Practice

Housekeeping/Common sense rules during a session

- Sit against a neutral background.
- Avoid recording in a private space (e.g. a bedroom) where possible (if this is not possible, use a neutral background).
- Dress as you would for school.
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen.
- Use professional language.
- Ask pupils to also be in a shared space in their house, rather than in their bedroom.
- Ask pupils to dress appropriately. Alternatively, they should turn their camera off.
- Inform parents who will also be there to be mindful that other children might see or hear them and anything in the background.

Keeping yourself and your pupils safe

Teachers must ensure they are the only person in view. Family members should not be part of the session. Teachers must start and end the Google Meet session. Teachers should not be in a meet with one child if their parent is not present, sessions must be rearranged if this is the case. Any inappropriate comments/content from a child's account should be reported to senior staff immediately. Prepare and plan your Google Meet as you would for any other lesson.

Setting up a class meeting

You must choose to start a video meeting directly from Google Classrooms. Teachers will post a link to upcoming Meet sessions in an announcement in Google Classroom for pupils and parents to see.

Being a virtual teacher

Share your screen to present Slides or display other resources you wish to share. Ensure the materials in the background/on your desktop/browser tabs/files and folders etc are appropriate. Pause regularly to check in with pupils during the Meet. Encourage pupils to use the chat feature or turn on their microphones in order to actively participate if they need to. Otherwise, ensure pupil microphones remain off.

Resources before and after a Meet

Teachers could use the 'Ask a Question' feature in Classroom to capture a snapshot of pupil understanding before or after a Meet session. Links to videos or resources should be shared in the chat box. Resources used should be high-quality and visible to all pupils.

Engaging with the lesson

Use the chat feature and allow pupils to contribute verbally during the session. Pupils should communicate directly with the class teacher and not with each other.

Meeting the needs of all learners

If necessary or appropriate, have pupils enable live captions during a video meeting to display the text of the conversation and use the chat feature in Meet to give pupils the opportunity to ask questions.

How to record a Google Meet

Record your Meet session for pupils who are unable to attend - or who may benefit from re-watching. Your recording will be saved in your Google Drive account, and you can share the link to your recording via Classroom Assignments.

Preparing pupils for remote learning

Prepare pupils to use Google Meet by modelling in class how to join a session. Share how you will communicate with pupils and parents remotely so you can share this information as soon as possible.

Overcoming lack of Internet access

Reaching pupils without internet access is difficult. Ensure your lessons are recorded as these could be shared with pupils without internet access using a USB drive at a later date.