

Dear Parents/Carers

As you will now be aware we have postponed Google meets for the last few days due to misuse of the site. This breach involved taking photos of the screen whilst the teacher was teaching and then forwarding them to other members of the year group via social media. Can I remind you, that this is serious and is a breach of data protection and GDPR. This might result in proportionate actions involving the police and or children services.

As a result of this it is important that I remind you of your responsibilities whilst on a Google meet. I have attached a list of the rules which explain what is expected of your child and you as their parent/carer when they are in a google meet. I expect all pupils to adhere to the rules at all times. These rules are in place to safeguard your children and our staff. If a child does not follow the rules I reserve the right to block your child's access to Google meets. As a parent/carer, if you allow your child to attend google meets then you are responsible for ensuring these rules are followed and that you have a full understanding of them.

## **Conduct/Preparation for class video calls.**

The following is an outline of the expectations to be able to successfully participate in the online live meeting.

### **Accessing the lesson:**

Five minutes before the time of the meeting, a link will be delivered to your child's NTLP account.

Pupils need to click on this link then click on Join Now. That will then place pupils in the online lesson ( Google meet)

The online lesson will be attended by the class teacher and another member of staff and ***may be recorded*** to ensure the safety of all involved. These will only be accessible to school staff and will be deleted at the end of each half term.

### **Session**

The sessions will vary in time but will be an opportunity for the class teacher to talk through work that is set, relevant topics and check in on students learning from home. There will be an opportunity for pupils, who wish to, to ask questions and share their ideas with the rest of their class.

### **Conduct/Preparation:**

- Only the pupil whose lesson it is should be visible or audible during the lesson.

- Parents/carers/siblings need to be aware that your child is participating in a live online lesson, but it is not appropriate for them to take part in a video call unless invited to do so.
- The device used for the lesson should be, where practical, in an area of the house where it is conducive to work, but not isolated (try to use a quiet room downstairs if possible)
- The background needs to be as neutral as feasibly possible.
- Pupils should be dressed in the same way as they would on a non-uniform day in school
- Students/parents/carers should **not take photos, screenshots, record any video, or audio**, from these conference sessions or attempt to live stream it from their mobile phones.
- Do not use any other facilities in Google meets other than the ones your teacher has indicated you can use.
- If a pupil wishes to speak in a call, they must indicate this in the Chat section or by using the 'hands up' function in Google Meet. If it is appropriate and timely the teacher will then ask them to unmute their microphone. Do not unmute the microphone unless instructed to do so by the teacher. This will prevent everyone trying to speak at the same time.
- Normal school rules apply, be sensible, kind and respectful

#### **During the video call :**

- Microphones need to be on mute
- Any questions pupils have, may be posted in the chat section of Google Meet during demonstrations
- Anything typed into the Chat section of Google Meet is visible to all participants, and forms part of the transcript of the whole session
- These questions will be addressed either during the demonstration or taken one by one at the end if they have not been naturally covered
- Answers to any questions will be audible to the whole class

#### **End of the session:**

At the end of the session the teacher will notify the class that the session is now closing. At that point all pupils must leave the Google Meeting. The teachers will be the last participants to leave the session.

Yours sincerely

Mr D Harrison