

Pupil and Parent protocol for joining 'live streamed' Google meetings

Students should monitor Class charts and Google classrooms: this is where your teachers will post joining instructions for live meetings. Meeting links will be posted close to the agreed date/time of each meeting.

Please be aware that the active delivery session of every meeting will be recorded and later shared via Google classroom. Students are expected to attend all online lessons where possible, and registers will be taken. Please let your tutor or teacher know if you're unable to attend a lesson.

Student rules:

To safeguard the student and staff taking part in the live lessons it is important that you adhere to the following set of instructions when connecting to live streamed meetings. Failure to do so will result in your removal from the meeting.

- Do not share joining instructions for Acle Academy google meetings with anyone.
- Ensure you're in a suitable quiet place and tell people who you live with that you'll be in an online registration/lesson.
- Ensure that your name, as shown in Google meet, is your full name as registered with Acle Academy. Teachers will use this to decide whether to 'admit' you from the Waiting room.
- Once admitted into the lesson from the waiting room, please activate your video to enable your teacher to do a second identity check. Your teacher may then ask you to turn off your video.
- Dress appropriately for each meeting.
- Adhere to the Behaviour briefing which we will repeat at the start of each meeting. Any behaviour concerns will be addressed by the school following our behaviour policy
- Your microphone will be muted within the meeting. To get the teacher's attention, use the 'raise hand' feature.
- The 'Chat' feature should be used only to ask questions about the learning- not for general chat or comments not related to the work.
- You need to be in the lesson no later than 5 minutes before the published start time; lessons will be locked once students are admitted. (If you encounter a problem, please send the teacher concerned a direct email).
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.

Parent protocol:

We appreciate that you may wish to monitor your child's use of Google meets, however we ask you to follow our proposal for Parents:

- Parents are asked not to actively participate in sessions (e.g. through the use of audio).

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