

Google Meet Live Lessons – Student Protocols

This is a guide to our protocols for AUDIO and AUDIO/VIDEO live lessons. It is essential that every student follows the protocols set out.

- Students must only join using their school account through google classroom
- Students must only join the class once the teacher has announced it live on the google classroom stream
- Students must mute their microphones unless asked to unmute by the teacher
- If students have a question, they can write 'question' or type the question into the comment box
- All comments made by students must be focused on the work and be relevant to the lesson being taught
- Teachers can see the comments so students must write in an appropriate way at all times i.e. use academic English at all times
- At no point, should students take any form of recording or photo of the session. If it is found that this has happened, it will immediately be referred to the behaviour team and students will face serious sanctions in line with our behaviour policy
- IF A VIDEO LESSON: Students and any parent in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).

Behaviour System to Support these Protocols

Any students who don't follow our protocols will be subject to one or more of the following sanctions:

- The student(s) in question will be muted in the classroom by the teacher
- The student(s) in question will be removed from the classroom by the teacher. The HOD/HOY will be notified via the behavioural referral system and we will also contact home.
- If necessary, the lesson will be stopped and closed.
- Sanctions will follow the school's behaviour policy.

All lessons are recorded and saved by the school in line with our data protection policy which is available to parents, carers and children on the school website.