

## **Green Lanes Primary Acceptable Use Agreement for use of Google Meet**

When agreeing to allow your child to access planned Google Meetings during this time, it is with the knowledge that there is some risk involved in relation to the use of online video communications. We must all work together to keep everyone safe as is possible. The following behaviour expectations must be understood and followed by all, if we are to minimise the risk to our school community.

Green Lanes Primary School will:

- Provide an approach where risks have been assessed, and measures put in place to minimise risk, using guidance currently available
- Continuously update risk assessments and safety measures in response to new information from trustworthy sources
- Ensure only class teachers set up Google meetings (unless an alternative arrangement has specifically been made and authorised by the headteacher)
- Ensure class teachers use their professional account to set up meetings
- Ensure a second school adult is present on all Google Meetings
- Set up a secure meeting
- Share the Google meeting link only on Google Classroom, where all children have access.
- Create a Google Meeting that is only accessible to pupils when logged into google meets using their school provided @greenlanes.herts.sch.uk google credentials
- Specify the date and time of the Google meeting
- Ensure that all participants are muted and unmute individuals at appropriate times
- Ensure that recording is disabled for all participants
- Sessions will be recorded by teacher and stored securely on the school's GSuite drive for 7 days then deleted in the interests of safeguarding.
- Continue to follow school policies, including the Safeguarding and Child Protection Policy
- End the meeting if the safety of the staff member or children is compromised
- Any child or family not complying with the expectations outlined the meeting will be ended for that individual and reported to the headteacher where further action may be taken.

Child: To keep everyone safe, I will:

- Ask an adult to log into the Google meeting call using the link shared on Google Classroom
- Make sure my adult knows that I am on the call and can hear the content
- Make sure that I am in a safe location for the call, a space where adults can monitor what I'm doing and have nothing behind me which will appear in the background of my call which has personal information or is inappropriate or offensive
- I will make sure that I am dressed (you do not need to wear uniform but not be in your pyjamas)
- Follow the school expectations for behaviour and be kind to everyone on the call
- I will write a comment using the chat feature or use the raised hand icon if I would like to say or share something so that the class teacher will know to unmute me
- Wait patiently for my turn to speak, and know that it is ok if I would rather just watch and listen.
- There is no expectation to say anything during the call.
- If you do not wish your image to be shown you will ask your parent/carer to disable your webcam

- Ensure anything that I say or share (e.g. pictures) is appropriate
- Make sure that I do not share any photos of other people, even if they are in my family
- Understand that if my behaviour is not acceptable the class teacher will end the call and contact my headteacher and parent.
- I will not be able to re-join the call once it has been ended.
- Tell an adult if I am upset or concerned about anything that I have seen or heard online

Parent / Carer: I understand and agree that I will follow the following expectations:

- I will keep the meeting ID and any content of the meeting confidential and not share it with anyone else, including on social media (WhatsApp groups, Facebook etc)
- I will ensure that a parent/carer I am able to monitor my child for the full duration of the meeting Google meeting
- I am responsible for helping my child with any webcam or microphone settings to enable the call
- If I do not wish for my child's image to be shown I will disable the webcam for the meeting
- I will ensure my child is in a safe location in the house where they can be monitored.
- I will ensure that other members of my household understand that a Google meeting is taking place and that they should not appear in the background of the call
- I will try where possible to ensure that the background is neutral and does not contain any personal information.
- I understand that this is an opportunity for class teachers and children to connect. It is not an opportunity to discuss online learning or my child's specific needs. I will not take part in the call but assist my child to take part.
- I will not record any part of the Google meeting
- I will not share any sensitive information another child may say during these calls
- I understand and consent the call being recorded and monitored for safeguarding reasons
- I understand that the google meets lesson has a chat function to engage and contribute however will not be on for every call
- I understand that all chat logs and meetings are recorded and will only be referred to for safeguarding stored for 7 days on the school's GSuite drive then deleted
- I understand that if I have any non-lesson specific questions I can contact the class teacher via the class email

I give permission for my child to use Google meet and have discussed this acceptable user agreement with them.

I as a parent agree to this acceptable user agreement and sign the **Google form/ sent**