

Star of the Sea Catholic School

Google Meet Rules of Conduct

In addition to the Chromebook Rules of Conduct Contract you and your parents signed at the beginning of the year, students and parents need to be aware of the following digital etiquette guidelines for remote learning at home.

1. A parent/adult should be present at the student's home when the Google Meeting is occurring, however, if a parent is not able to be there due to their work schedule, the student may still take part as long as the parent consents to their child participating in a class Google Meet (consent may be given via email to their teacher). If the parent/adult is at home during the meeting, the parent/adult should **not take part** in the class meeting.
2. During a Google Meet session, should a child not be following the guidelines that are set out in this document, parents will be notified and the child may be removed from any future Google Meet sessions.
3. School uniform is **not required**, but students must wear appropriate clothing (clothing that conforms to school dress down day (no-theme) guidelines). No inappropriate graphics/language on shirts and no tank tops.
4. If a student is able to attend the live discussion, they should arrive at the "Google Meet" a few minutes before the scheduled time to ensure they are ready. Be sure you have all the appropriate school supplies (textbooks, binders, papers, writing utensils, etcetera, **BEFORE** the start of the Google Meet so that you don't have to leave the meeting to get something.)
5. Prior to the Google Meet occurring, the student should ensure they are in a place where distractions and extra noise are limited.
Other siblings are not allowed to be in the Google meet.
6. Ensure that the student background does **not have any photos** of other people and that the background is appropriate for others to see.
7. All students will set their computer microphones to **MUTE** when the Google meeting is starting. The teacher will instruct as to when students will be allowed to enable their microphone.
8. Student's **profile image** must either be their **initials OR an appropriate image/gif (image is NOT a photo of a student)**.
9. All students will engage in respectful communication (either as audio communication or through the typed "chat" portion of Google Meet).
10. As the online class is an extension of the school classroom, students are to conduct themselves appropriately if video conferencing is enabled (ie. No goofing off with silly faces or causing distraction for other learners).
11. If the teacher enables the "chat" feature, students will **ONLY** use the "chat" messaging part of Google Meet to ask/answer questions and/or give relevant and respectful feedback to the class discussion. Any student using this chat platform inappropriately will be removed from the meeting.
12. There is **NO** recording of a Google Class Meet session in any format by a student/parent/family member. Those who film, take screenshots, or photograph and forward images of another student or teacher will face disciplinary action and may include removal from future online classes.
13. Once a class has ended, students are to **EXIT** the Google virtual classroom Meet session immediately unless the teacher asks a student to stay behind for further instruction. Teachers are the last one to leave the Meet session. After the meeting the link will be deleted by the teacher.
14. Only those students currently registered in the class are allowed to be part of that online class. Google Meet link to be posted on Google Classroom or SeeSaw. Link to be posted 15-20 minutes before the time of the meeting.

