

Please read the instructions on how to join meetings which have also been attached to this email.

### Agreement

Before you enter the lesson, you must read, understand and follow the rules.

By joining this meeting:

- a) you are accepting the rules set out below and
  - b) understand that you must also follow the Schools ICT Acceptable Usage Policy (which you have already agreed to in school).
- You must use your school email address to join a meeting.
  - Lessons will take place within school hours (approx. 9.00am - 3:30pm) and be hosted and supervised by a teacher at all times.
  - Teachers will keep a record of attendance for each video-conferencing.
  - Only teachers are permitted to schedule and set up lessons.
  - All lessons, including the 'Chat' messaging feature, will be recorded by school. Any inappropriate behaviour or comments will result in your removal from the lesson and contact with home.
  - Teachers will outline the School's expectations during the first video-conferencing lesson. You are expected to behave properly as if you are in normal lessons.
  - The lesson must remain in Google Classroom. It is illegal to share or post any part of this video as you do not have permission.
  - Only students are permitted to join in with the lesson. During the lesson, the interaction should be between teacher and students only, just as it would be on school premises. If anyone else joins the lesson you will be removed from the lesson for safeguarding reasons.
  - The lesson must **NOT** be recorded by you on any device. It will be available for you to look at again in Google Classroom in case you want to check anything that was said by your teacher.
  - You must not alter the images or sounds from the meeting, such as sound dubbing. This also includes pre-recorded lessons sent to you by your teachers.
  - You must turn off your camera and mute your microphone before you enter the classroom. Your teacher will know you have joined.
  - If you wish to ask your teacher a question you can use the 'Chat' feature.
  - Your teacher may ask you to unmute at an appropriate time.
  - You should be dressed appropriately at all times.
  - At the end of the lesson you must leave the Google classroom promptly.
  - Be on time – you don't want to miss anything!

**Enjoy the lesson!**