



Ashford Park Primary School
'Inspiring a love for lifelong learning'

GSuite Google Meet Acceptable Use Policy – Pupils & Parents

Status of Policy	Date
Policy written / reviewed	January 2021
Agreed by staff	N/A
Review	January 2022

GSuite Google Meet Acceptable Use Policy Live Lessons- Pupils & Parents

This Policy covers the use of GSuite Google Meet to live stream lessons across the internet for pupils.

During these live lessons pupils, with parent/carer support, will need to follow the rules outlined below:

Some live lessons will be recorded for safeguarding reasons and by joining the class you will be consenting to said recording, the following disclaimer will be advised as a reminder by the staff member leading the session if it is to be recorded.

“Disclaimer: By accepting this Google Meet invitation you will be subject to voice, video and chat interaction recording for educational & safeguarding purposes. This recording will be kept by the school until the end of the academic year.”

Key Guidelines:

In order to create a safe and productive learning environment we ask that the pupils are in an appropriate location when they join an online lesson, preferably this is not in a bedroom or where the microphone can pick up background noise.

Parents are free to be present during the online lesson and if this is the case we ask that you play a passive role and do not interact with pupils.

Please note that this means any parents who are present will be able to view any pupils with a webcam switched on.

- Pupils will only use the school’s digital technology system for participating in lessons (Google Meet) as deemed as GDPR compliant by the school.
- Pupils will enter the virtual classroom quietly and sensibly.
- Pupils will turn on their webcam and sound at the start of their arranged Google Meet lesson.
- Pupils will not agree to turn their webcam on when asked by a member of staff or fellow pupil unless in an arranged lesson.
- Pupils/Parents will not record the lesson.
- Pupils will mute their microphones as soon as they enter the virtual classroom.
- Pupils will stay seated in one place and face the webcam.
- Pupils will not eat in the virtual classroom.
- Pupils will sit somewhere with limited distractions and only have learning resources close by.

- Pupils will not fiddle with or wave anything in front of the webcam.
- Pupils will only use the chat function of the Google Meet for questions relating to the lesson directed at the teacher and not to speak to other students unless directed to do so by the teacher.
- Pupils will not reveal any personal details over the live session to provide additional ways of communication outside the school network systems (GSuite).
- Pupils will communicate via the chat window with the teacher only in a clear and polite manner.
- Pupils will not share the Google Meet link with anyone outside the school or any pupils who should not be in the lesson.
- Pupils will ensure that they are appropriately dressed in smart casual wear, to the same coverup standard as usual school uniform wear.
- Pupils will not share web links in the Google Meet chat to distract fellow pupils from learning or disrupt the lesson.
- Pupils will always do their best work.
- Pupils will always be respectful, including listening carefully to their teacher or parent/carer.
- Pupils will not cause any disruptive behaviour.
- Pupils will not present or display my screen to the Google Meet.
- Pupils will not attempt to re-join the Google Meet if they are removed by the Teacher.
- Pupils will use the school's Learning Platform in accordance with school protocols.