



## Use of Google Meets - Guidance

This document outlines the school's protocols and expectations regarding the use of google Meets as an online meeting platform for staff to support students.

Google hangouts may be used for

- Academic support sessions
- Lesson support
- Pastoral support
- Form tutor support

During any Google Meets meeting, students, parents and staff should do the following:

- always maintain a polite, courteous, formal and professional tone in communicating with each other and ensure that professional boundaries are maintained;
- only use official channels of communication which is the alf.education email addresses accessed via G-Suite on Google Classroom;
- teachers will inform parents/carers if a 1:1 meeting has been arranged by a form tutor or pastoral colleague. This will usually be done by email;
- do not exchange private text, phone numbers, personal email addresses or photos of a personal nature;
- only operate online in an acceptable way;
- ensure that any virtual or video contact is conducted in appropriate physical rooms. Pupils should not be in their bedrooms unless there is no other space;
- we do expect that students and staff will wear appropriate clothing although staff are not expected to wear formal work clothing (no inappropriate slogans, pyjamas etc);
- students not wearing appropriate clothing will be asked to leave the meeting and change before returning;
- a record of attendance for each lesson/video conference will be kept;
- staff will aim to schedule support meetings at least 24 hours in advance in normal school hours (this may not always happen in the case of emergency meetings);
- students must not use school google meets to engage in any unacceptable behaviour, normal school discipline guidelines will apply;
- Members of the senior leadership team, heads of subject departments, and heads of house will be invited to every meeting and therefore able to drop in on any Google Meets session.
- video sessions will be recorded by the teacher/pastoral staff using Google Meets where they are in a 1:1 setting;
  - Note - this is purely to follow standard safeguarding guidance and in accordance with GDPR the videos will be permanently deleted at the end of the summer term
- students must not record or take photos of any lessons, teachers or pupils.