

Pil Primary School  
Pyle Inn Way  
Pyle  
Bridgend  
CF33 6AB



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### School Agreement for the use of Google Meet

At Pil Primary School we wish to use technology to enhance the learning of our pupils. We wish to introduce the use of Google Meet through Google Classroom. In order to do so, there needs to be clear expectations and standards of behaviour to safeguard learners and school staff.

The purpose of Google Meet calls can include:

- regular face to face contact with as many children as possible in the class
- allowing teachers to share learning overviews with children
- checking in on children's learning and/or wellbeing
- show and share learning with the class and celebrate achievements during the week

**PLEASE NOTE: These sessions are for children, not adults/parents.** When your child is accepted into a video chat by their teacher there are certain guidelines we all must follow.

Teachers and Support Staff agree to:

- ensure that lesson content and information provided is up-to-date and all relevant online safety, safeguarding and data protection policies are followed
- discuss roles and responsibilities with learners at the beginning of each online session
- ensure that all sessions are ended by the teacher promptly by disconnecting all pupils, to prevent one-to-one situations occurring
- ensure that sessions begin and end promptly and sessions start at the allotted time (any changes must be notified on the 'Stream' on Google Classroom)
- ensure that time slots for 'Check-in' and 'Check-out' sessions are displayed on the 'Stream' promptly for learners and parents
- ensure that links to join Google Meet sessions work prior to session starting to allow all learners to attend
- control the mute/mic feature of Google Meet to allow each learner to speak in turn

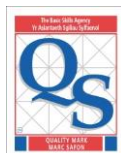


## Learners agree to:

- be punctual for sessions and be ready to listen.
- not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak
- only share screen content, if the teacher has agreed; pupils should not annotate over documents that are shared.
- wear suitable clothing, as should anyone else in your home.
- be receptive and willing to contribute to sessions.
- find a suitable quiet environment, for example, in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be blurred if possible and if not should be appropriate.
- always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers.
- show respect to teachers, support staff and other learners and the standard of behaviour is the same as it would be in school.
- attend all teacher scheduled Meets, unless the teacher has been previously notified.
- ALWAYS make sure they leave the Meet. Always double check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless.
- not to record or capture/screen grab content from the video call.

## Parents and Carers agree to:

- have ultimate responsibility to make sure pupils not only attend, but follow the correct protocols when online Google Meetings are scheduled with teachers
- be aware of the Distance Learning Content for their child, by regularly checking the school's chosen online platform
- help your child set up and access the Google Meet lesson using the link posted into the distance learning google classroom/other platform used by the school and their assigned school Hwb account
- make sure that your child is ready 5 minutes before the advertised start of the meeting, to ensure that you are on time and that you don't delay the meeting and are not locked out
- ensure your child is appropriately dressed for meetings. We would expect pupils to be dressed as though it was a non-uniform day
- ensure other family members are appropriately dressed and out of camera shot and do not contribute to the video call



- discuss with your child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff.
- if a child is behaving inappropriately, the school may need to suspend their school google account temporarily or end the meeting immediately.
- NOT film or record the session on another devices this is a safeguarding and GDPR issue.

