Google meet code of conduct

These codes **MUST** be followed so that all pupils and adults can have a safe and fun experience.

1) Set up your laptop or tablet in a suitable place before you join a meeting (ensure your back is against a wall so no one can walk behind you; there are no inappropriate things in the background and make sure that you are comfortable).

2) Wear appropriate clothes; everyone in the meeting will be able to see you.

3) Put yourself on mute when you join - this is so that there are not lots of voices speaking at once - then the teacher will call on you to un-mute if needed.

4) When you are asked to un-mute, ensure that there are no inappropriate sounds in the background first, i.e. language, music, TV programs.

5) If you use the typed chat function during a meeting you must be kind, sensible and proper.

Google meet How to join a meeting:

1) Make sure you have downloaded the Google meet app:

2) Ask your parent to access the email address they have given school.

3) Depending on the device there is either: - a button with Meeting code written on it OR - in the top left hand corner there are three horizontal lines, click on it and click on meeting code.

4) When you click on the code, make sure you allow access to your ,microphone and camera!

**SAFETY:**

**Do not give out this code to other people. Do not give your log in details to anyone. Do not join meetings without your parent’s permission.**

