



Google Meet Virtual Classroom Policy 2020/21

By enabling and allowing my child to login to the Downview Primary School Google Classroom meeting, I agree to abide by the following:

- I give permission for my child(ren) to participate in a Google meeting using Google Classroom, 'hosted' by a member of Downview Primary School staff, including permission to communicate using the microphone and camera.
- I understand that as a parent, I am responsible for supervising the suitability of my child's/children's online access, communication and the 'home' setting (wherever remote learning is taking place outside of Downview Primary School).

This includes ensuring children

- **have a quiet, safe space from which to meet**
- **are on mute at the start of a meeting**
- **are in an appropriate room – bedrooms and bathrooms are not suitable**
- **are wearing appropriate clothing, dressed as though it is a non-uniform day (not pyjamas)**
- **always keep their behaviour and interaction appropriate, as they would in face to face conversations in school**

and ensuring

- **that there are no age-inappropriate or unlicensed background noises, visuals or moving images**
- **screen shots or videos of the live lesson are never taken, both for safeguarding and privacy reasons**
- I understand that only my child(ren) will join the meeting, and that adults and other children will **not** be permitted to partake. **Parents are encouraged to supervise (but not appear on screen).**
- Each meeting will end at the discretion of the hosting Downview Primary School staff member.
- I understand that by giving permission, 'meetings' will be occasional – by invitation only, and from Downview Primary School staff on Google Classroom only.
- I understand that my child(ren) will only be invited to meet between the hours of 9.00am and 3pm, Monday to Friday during term time.
- I understand that Downview Primary School staff will approach Google Classroom meetings as being an extension of the classroom learning environment. As such, classroom and school expectations, procedures, policies, and rules will be adhered to as normal – by teachers and children alike. Downview Primary School staff will facilitate and lead all meetings and will follow the school's behaviour policy and classroom rules.
- Should you or your child(ren) be invited to meet by an individual or organisation from outside the Downview google address format, the invitation should be reported to the Head teacher immediately, as a potential safeguarding issue.

I understand that by allowing my child/ren to login I am agreeing to this policy in full.