



Google Meet: Good Practice & Protocols Guide



For most children, this will be the first time they have used Google Meet. It will take a number of weeks for everyone (teachers included) to become comfortable in this new environment.

Successful video conferences rely on a close collaboration between school and home. This will ensure that your child is provided with a 'safe' and 'respectful' remote learning experience. To ensure that your child gets the absolute best experience from their Google Meet teacher conferences we have developed this document to provide both parents and students with some handy guidelines and tips and tricks for use.

Student Guide For Google Meet Video Conferencing

To provide your child with a safe, fun and educationally valuable Google Meet conference, we have created the 'Google Meet Student Etiquette Guide' (pictured below). We recommend sitting with your child before their first meeting and discussing these rules and protocols with them. A larger A4 copy of this guide will be emailed to you by your child's teacher.

The infographic is titled 'GOOGLE MEET Etiquette Guide' and features the Overport logo. It contains eight numbered steps, each with an icon and a brief description:

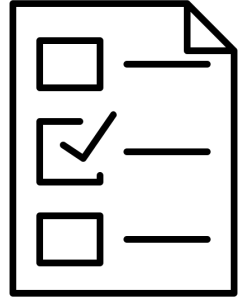
- 1 PREPARE**: Set up your computer or tablet ready to begin your video call. Log in 5 minutes before the meeting starts. (Icon: Computer and clock)
- 2 MUTING**: When you enter the Google Meet, mute your microphone. Only the 'speaker' should have an active mic. (Icon: Muted microphone)
- 3 EYE CONTACT**: Look directly into the camera when you are the speaker. (Icon: Laptop with camera icon)
- 4 QUESTIONS**: When you have a question, type it into the 'chat' section and wait to be called on. (Icon: Computer with chat bubble)
- 5 CONTRIBUTE**: If you have something to contribute to what is being said, raise your hand and wait for the 'speaker' to call on you. (Icon: Hand raised over people)
- 6 STAY ENGAGED**: Be active during your meeting. Nod or give a thumbs up to show that you are listening to the speaker. (Icon: Person with thumbs up)
- 7 TAKE NOTES**: Take notes during your meeting using a pen and notepad or by using a computer. (Icon: Notepad and pen)
- 8 YOUR TURN**: Always wait for the teacher to call on you to unmute your microphone. Only one student should be talking at any one time. (Icon: Two hands raised)

Teachers retain the right to 'dismiss' students from Google Meet conferences if they are being disruptive to the session or not following the guidelines set out in the Etiquette Guide. In this instance, parents will be contacted via email to discuss any behavioural concerns.

Parent Guide: How You Can Help Your Child

Preparation:

- Establish the best device (laptop, tablet, mobile phone) to conduct the conference. Remember, if you're using a tablet or phone a Google Meet app is available to download free from the app store. If you have borrowed an iPad from the school, this app is already installed.
- 5 minutes before a meeting... Set up and TEST your equipment! A scheduled video meeting with your child's teacher will operate within strict time frames. If your child misses a meeting due to technical issues or login problems they may not get another chance to meet with their teacher until their next scheduled meeting time.
- Help your child to organise any text books or resources they may need for their meeting.
- Ensure your child has a scrap notepad and pencil next to their device. This is a great tool for jotting down questions and thoughts during their conference.



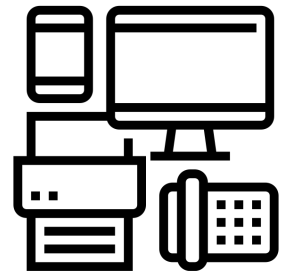
The Meeting Space:

- A quiet, distraction free meeting space is essential! Background noises and busy spaces are not only distracting for your child, but also for all the other children and teachers in the meeting.
- When using technology, students should always be in a 'communal' room within your house, such as a living room, home office or at the kitchen table.
- A parent should always be close by during the meeting to provide any technical assistance if required.
- Ensure your child is comfortably seated in an upright position at a table or desk.



Equipment:

- Providing **headphones** to your child, while not essential, can really help to block out those pesky background noises and distractions.
- No iPad stand? No problem! Get creative with your child and find materials around the house that you can use to create a makeshift iPad stand. While not essential, this helps keep your child focussed during the video call meeting. After all, nobody likes a wobbly camera.
- Try to have all devices charged and ready before the meeting begins. Keep your device charger nearby.



After a Meeting Concludes:

- Help your child to correctly exit the video call and close the Google Meet application.
- Teachers can exit students from the conference if they are having trouble.
- At the conclusion of a meeting we encourage parents to have a chat with your child. Ask them some questions about the meeting. *'How was your teacher?'* *'What did you talk about today?'* *'What did you learn in your video call today?'*

A final thought on Google Meet and video calls:

As busy parents juggling work and family commitments, as well as this new learning landscape, we understand that you may not be able to follow up with your child after every video call. We also understand that there are times when technology 'just won't cooperate' and for whatever reason, your child might miss a video call. In these instances, we encourage you not to worry. It doesn't matter if your child misses a video call. The teachers at OPS have been blown away by the incredible efforts and commitment by our parent community and the health and wellbeing of yourselves and your children are paramount. You are, and always will be, your child's first teacher... and nothing (not even a Google Meet video call) will ever replace that.

Google Meet FAQ's

Is Google Meet a safe video conferencing software?

Yes - Google Meet has been approved for use by the Victorian Department of Education and Overport Primary School uses a department managed version of Google called the Google Education Suite.

Does my child need to have the video camera turned on?

No - During a video call your child has the choice to 'turn off' their camera with the click of a button. In this instance, students will still see their teacher, and other students with their cameras turned on, but no one will see them.

Is video conferencing compulsory?

No, video conferences are not compulsory - Whilst not compulsory, we do advocate for its use as it gives the students and teachers valuable time to discuss their learning and clarify understanding of tasks.

Do I need to sit with my child during the meeting?

No, you don't need to sit with your child during a meeting - However, we ask that parents be present and close by. Our junior students may need some support initially to help respond to questions from the teacher or any technical issues. We also request parents to be close by for safety reasons.

Can a parent talk to the teacher via the video call?

Sadly, no - Teachers have very limited video conference time. Google Meet conferences are strictly for students and teachers. If you have questions for your child's teacher, we ask that you use the appropriate parent channels such as Seesaw or Email.

Why are one-to-one conferences recorded? What if I don't want my child recorded?

Video conferences are recorded for the safety of both students and teachers. If you don't want your child recorded, please email their teacher immediately. Please keep in mind, they won't be able to participate in one-to-one conferences but will still have access to the small group and whole class conferences.

What happens if my child misses a video conference due to unforeseen circumstances?

If this occurs, we encourage our parents and students not to worry. They can always participate in next week's conference. At the teacher's discretion, your child's teacher may be able to arrange an alternative time so your child doesn't miss out.

Can students start their own video call meetings without the teacher?

No - Video calls can only be accessed if a teacher is present in the call.

When my child tries to join a meeting they get an error message and can't connect. What does this mean?

As stated above, students can only gain access to a video conference call that a teacher has already joined. If your child is trying to enter a meeting at their allocated meeting time but is being shown the message 'you are not allowed to start a meeting'; this indicates that the teacher has not yet joined the call. Please wait a few minutes and try again. The moment a teacher enters the call, your child will have a connection.

My child's username and password won't work. What can I do?

In 9/10 instances, incorrectly typing the username or password is the reason for all login issues. We encourage our parents to assist children when typing login credentials and ensure that the login 'username' and 'password' are written exactly as stated on your child's login card (provided by the teacher). If after carefully checking this yourself, you still have login issues, please contact your child's teacher via email. Please be patient as they may be assisting other students online.

Google Meet Instructional Videos

Below is a list of quick tutorial videos introducing parents and students to Google Meet. These instructional videos are not essential to watch and should be used as a guide if needed. We hope they are helpful in getting yourself and your children prepared for Google Meet video conferencing.

To use the attached QR codes below scan them with the camera on your tablet or smartphone. Older models of tablets and phones will require an app to do this. Many free and high quality code readers can be found on the app store by searching 'QR reader'. Alternatively, please type the URL into your internet browser to gain access.



Google Meet Login Tutorial (iPad/Tablet/Phone)

<https://youtu.be/sWITH97hhE8>



Google Meet Login Tutorial (Computer/Laptop)

<https://youtu.be/hSfh9QyH76w>



A Virtual Tour of Google Meet

<https://youtu.be/ucmtyKce4-U>