

Boldmere Junior School Code of Conduct for Google Classroom Sessions

Dear Parents and Carers,

This is a polite reminder of the code of conduct for children when using Google Classroom/Google Meet for live registration sessions, which has been updated taking into account the live registration sessions that we are now offering.

In order for us to safely carry meetings via Google Classroom/Meet, we please ask that children:

- Sit against a neutral background
- Sit in a place in the home where parents will be present and can hear conversations that are being held, e.g. not in their bedrooms and not on their own, and can check that no messages are being sent privately via email
- Do not have access to their phones at all during the meetings
- Do not take any photos or videos of live sessions or of the video recordings that are available on some lessons
- Dress in appropriate clothing (not pyjamas, but not school uniform either!)
- Ensure that all other tabs on the computer/tablet are closed in their browsers
- Use language that is appropriate for being at school and be respectful to others in the live stream
- Only use the email address for accessing the Google meetings – no emails are to be sent to their friends or teachers using the school email address
- Have the computer on a table, rather than holding it/on their lap as this can affect the sound quality
- Unlock their microphone only when asked by the teacher

Where possible two members of staff will be present in the meeting. One interacting with the children and one observing to ensure safeguarding. Where this is not possible, we will need to record these sessions, and if this is the case, the member of staff leading the session will inform you that it is being recorded. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern. Live-stream registration sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR regulations.

By accessing the live-stream registration sessions, families understand and give consent that the sessions children take part will be recorded, if necessary. If children do not take part in live sessions, a member of school staff will contact the family, for safeguarding, weekly as is our current practice.

We hope that you find this reminder useful and many thanks for your cooperation in adhering to the requests being made to help to keep us all safe.