



Kew Riverside Google Meet Acceptable Use Agreement for Parents and Children

When agreeing to allow your child to access planned Google Meetings during this time, it is with the knowledge that there is some risk involved in relation to the use of online video communications. We must all work together to keep everyone safe as is possible. The following behaviour expectations must be understood and followed by all, if we are to minimise the risk to our school community.

Parent / Carer: I understand and agree to the following expectations:

- I will keep the meeting ID and not share it with anyone else, including on social media (WhatsApp groups, Facebook etc)
- If my child is not at home for the Google Meet, I will inform the school in advance
- I will ensure I know my child's school login details, school email and password
- The class teacher will close the waiting room 5 minutes after the start of the meeting. I understand that my child may not be able to join the meeting after this time
- I will ensure that a parent/carer remains in earshot of the Google Meets
- I will ensure my child is in a central room in the home e.g. not their bedroom
- I will ensure that other members of my household understand that a Google meeting is taking place and that they should avoid appearing in the background of the call
- I will ensure that the camera is not pointed into a busy area of the home
- I will try where possible to ensure that the background is neutral and does not contain any personal information
- I will not take part in the call and understand that this is an opportunity for class teachers and children to connect. It is not an opportunity to discuss online learning or my child's specific needs.
- I understand that if I take part in the class Google Meets, my child may be removed from the Google meets session to safeguard the other children in the class
- I will not record any part of the Google Meets
- I will not share any sensitive information another child may disclose during these calls
- I understand that the Google Meets has a chat function to engage and contribute
- I understand that parents are not permitted to use the chat function to speak to the class teacher and in doing so my child may be removed from the Google Meets session to safeguard the other children in the class
- I understand that all chat logs are copied and referred to, to identify misconceptions or review any questions.

- I understand that if I wish to speak to the class teacher I can contact them their school emails
- I will ensure that my child is dressed in appropriate clothing
- I will ensure that any adults who may be seen passing by in the background of the Google Meets call are dressed in appropriate clothing

Parent/Carer name: _____

Parent sign: _____

Parents/carers should read the following through with their child to ensure each point is understood and followed during remote learning sessions.

Child: To keep everyone safe, I will:

- Ask an adult if I need help to attend a Google Meets session. We hope that children in older years can do this independently.
- Make sure my adult stays in earshot of my Google Meets session.
- Make sure I am in a central area of the house, and not in my bedroom.
- Follow the school expectations for behaviour and be kind to everyone on the call.
- Make sure that I am on time for all Google Meets sessions. If I am 5 minutes late to a Google Meet session, I know that I may not be able to join.
- Only write comments that relate to my work and not use the chat function to chat with my friends.
- Raise my hand to let the class teacher know that I would like to share something, so that they can unmute me or ask me to share.
- Wait patiently for my turn to speak, and know that it is ok if I would rather just watch and listen. There is no expectation to say anything during the call if I don't get picked.
- Ensure anything that I say or share (e.g. pictures) is appropriate
- Not share any photos of other people, even if they are in my family
- Understand that if my behaviour is not acceptable my class teacher may remove me from that Google Meets session. I will not be able to re-join the call once it has been ended.
- Understand that I am only allowed to use my Kew Riverside Google account to attend Google Meets set up by Kew Riverside Primary School
- Tell an adult if I am upset or concerned about anything that I have seen or heard online
- Use my first name, which will appear on the screen next to my video link – I will not use a made up name.
- Ensure that I am dressed in sensible clothing.
- Understand that I am not to eat food whilst on a Google Meets session as this is a time for learning.

Name: _____ **Year Group:** _____

Child Sign: _____ **Parent/Carer Sign:** _____