



KEW RIVERSIDE PRIMARY SCHOOL

Staff Google Meet Acceptable Use Agreement

When agreeing for children in your class 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.

Kew Riverside Primary School will:

- Provide an approach where risks have been assessed, and measures put in place to minimise risk, using guidance obtained from Achieving for Children (AfC)
- Continuously update risk assessments and safety measures in response to new information from trustworthy sources
- Share the Google meeting link only on the Google Classroom stream
- Create a Google Meeting that is only accessible to pupils when logged into Google Classroom using their school provided @kewriverside google credentials
- Ensure only a member of Kew Riverside staff sets up Google meetings (unless an alternative arrangement has specifically been made and authorised by the headteacher)
- Ensure Class Google Meets happen only during the timetabled slots
- Ensure any one-to-one or small group Google Meets are approved by the Headteacher/DSL and logged (see appendix)
- Ensure parent/carers have given consent for their child to take part in Google Meets through the Parent/Carer Acceptable Use Agreement
- Ensure staff use their Kew Riverside Google account to set up a secure Google Meets
- If staff are not in school for the Google meet, the session must be recorded and uploaded to the Google drive
- Continue to follow school policies, including the Safeguarding and Child Protection Policy
- Ensure that backgrounds and environments are appropriate (both visually and auditory)
- Ensure that all members of staff are dressed appropriately
- End the meeting if the safety of the staff member or children is compromised
- Any child or family not complying with the expectations outlined will have their Google Meets session terminated
- End the meeting at the end to ensure no children have access to an unsupervised classroom

Security features enabled

- Quick access will be disabled which means that no children will be able to enter without being admitted
- Everyone to share their screen will be disabled – only the teacher will be allowed to share their screen

Staff Name: _____ **Staff Sign:** _____

