

## Stirling Schools- Parent Guide to Google Meet



### **What is Google Meet?**

Google Meet is an interactive online video conferencing platform. This platform allows teachers to video conference with groups of students to support their online learning and provide live face to face interaction.

### **How will Google Meet be used?**

Google Meet will provide opportunities for teachers and learners to engage in live interactive teaching, where appropriate. This may be used as part of a range of learning experiences alongside videos and other independent learning tasks set by the class teacher. It is not possible to replicate a traditional timetable through Google Meet.

Students will access Google Meet with their stirlingschools.net G-Suite accounts. The Meet can only be accessed through a link in the Google class and only members of the class will be able to participate.

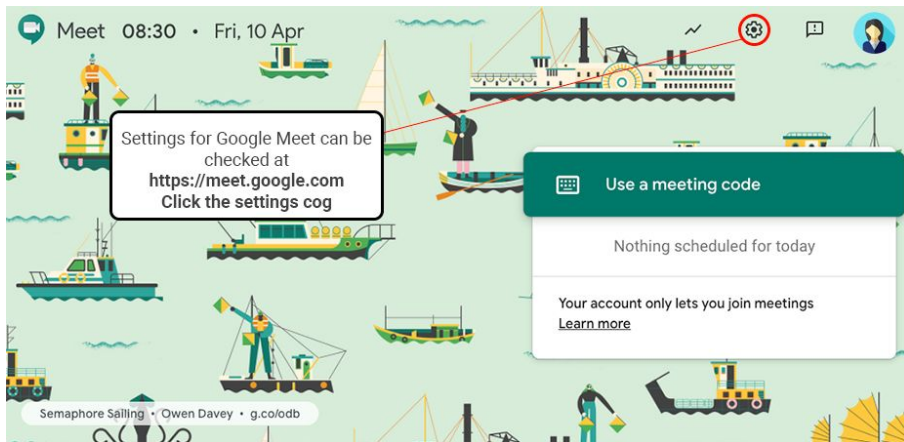
Lessons will be recorded so that students who are unable to access the live lesson can view it at a later time and also for safety reasons. The recordings will be shared on the Google Classroom. Consent is required to participate in these recorded lessons. If consent is not granted then the young person can view the recording. Please note that learners must not make their own recordings.

All recordings will be deleted after 21 days. Please see our Privacy Notice here: [Register of Personal Data Processing](#)

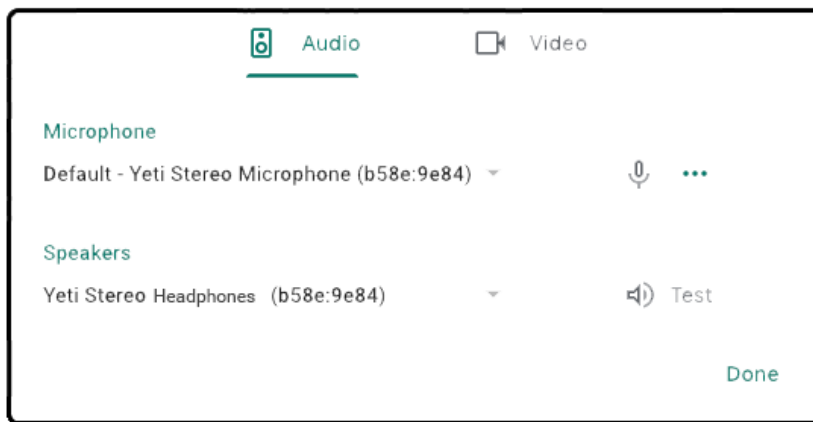
### **Tips to help your child to set up and connect**

- Remind your child that they need to behave appropriately in online lessons. Encourage them to be polite and respectful during the call. Be aware that inappropriate behaviour may result in your child being removed from the meeting and a follow-up discussion with school staff.
- Position the computer/device in a room where you can monitor their activity.
- Keep the background clear, with good lighting and sound. When blurred background becomes available in Google Meet please switch this on.
- Information about the lesson and details of follow up tasks will be shared in your child's Google Classroom. The link to the meeting will be shared in your child's Google Classroom just before the meeting is due to start.
- Your child may need support in setting up Google Meet (<https://meet.google.com>), connecting their headphones, if they have them, and selecting the camera.

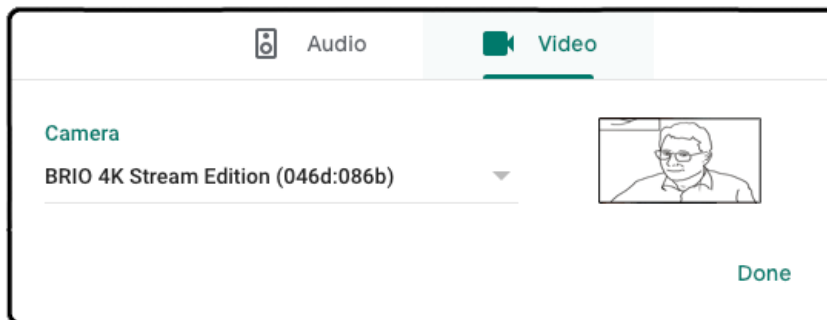
Please see [Learner Guide](#) for further detail.



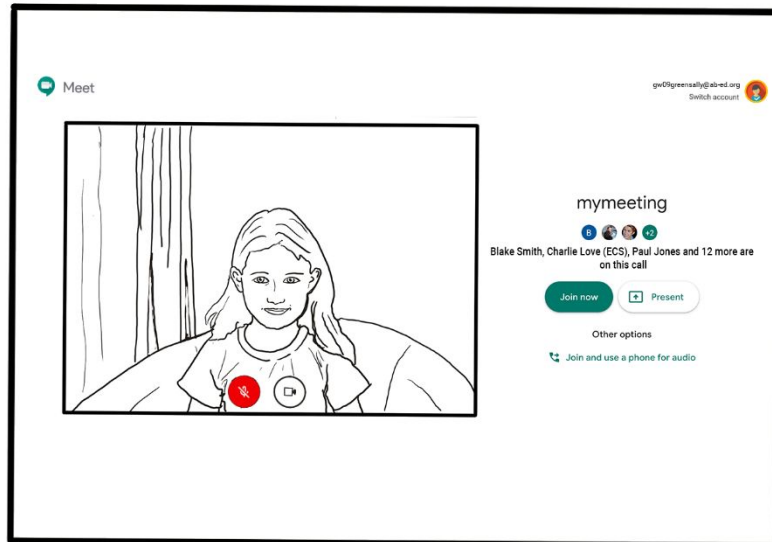
Audio Settings can be adjusted - select your mic and headphones



Camera settings can be adjusted on the Video tab



Help your child to do this and check the preview of the webcam before your child joins the meeting.



- If you can, it is helpful for you to take an interest in your child's lesson and stay close by so you can assist if needed.
- To protect your own family's privacy and that of others, we ask that participation in online meetings is kept to your child, their class and teacher. All taught lessons will be recorded by the class teacher.
- If you have any concerns about the use of Google Meet or the content of live lessons, you can contact your school. To ensure the safety of all participants, we ask all our teachers to record their live lessons.

### **Acknowledgement**

**Thank you to Aberdeen City for sharing their advice.**