



HISN Parent Google Meet Acceptable Use Agreement

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 as safe as 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)
- The class teacher will close the waiting room 5 minutes after the start of the meeting. I understand that my child will not be able to join the meeting after this time
- I will ensure that a parent/carer supports the child in the Google Meet discussion
- I will ensure my child is in a central room in the house 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 not appear in the background of the call including pets and siblings
- I will ensure that the camera is not pointed into a busy area of the house
- 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 Meet, my child may be removed from the Google meet session to safeguard the other children in the class
- I will not record any part of the Google meeting
- I will not share any sensitive information another child may disclose during these sessions
- I understand that the Google Meet has a message 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 Meet 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 via the info@ email and will receive a response within 2 working days
- 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.