



St Joseph's RC Primary School, Jarrow
Parent/Guardian and Pupil Google Meet
Acceptable Use Policy
October 2020



In order to create a safe environment for pupils and staff when taking part in Google Meet conference sessions, the following considerations must be observed:

1. By accepting the Google Meet meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Google Meet is only to be accessed by a device in a communal family space.
3. It should ideally be supervised at all times by an adult to help with any technical difficulties.
4. Attendees should be dressed appropriately.
5. The meeting ID is to remain confidential and not to be shared with anyone that it is not designated to.
6. Recording, photos or screenshots of the Google Meet meeting are not allowed by participants.
7. The Google Meet meeting will be recorded by the host member of school staff and stored inline with school GDPR and ICT policies.
8. The Google Meet meeting will be locked by the host 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with the meeting ID.
9. For participants some Google Meet facilities will be disabled by the host staff member. This includes but is not limited to the screen record function, chat and screen share.
10. The same behaviour expectations that are set within the classroom apply to the Google Meet meeting and the host member retains the right to terminate a pupil's participation.

Pupil signature

Date

Parent/Guardian signature

Date