



Manchester
Communication
Primary
Academy

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Google Meet Usage Agreement

Policy 20-21

Approval History

Approved by:	Date of Approval	Version Approved	Comments

Revision History

Revision Date	Previous Revision Date	REV	Summary of Changes	Changes Marked	Owner / Editor
01/21			Policy created		

Last Review	New Policy
Next Review	
Review Period	Every three years

Home-School Google Meet Policy Agreement: Online Safety and Acceptable Use of Google Meet.

This usage agreement refers to the use of Google Meets to provide a virtual classroom environment and to create video links which are shared through Class Dojo.

In the event of school closure due to national lockdown, Google Meets will be used to facilitate the provision of live lessons and the creation of recordings of those lessons, and thus support the continuity of education remotely.

As stated in the school's acceptable use policies, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other in Google Meets, in the same way as they would face to face.

This positive behaviour can be summarised as being kind and polite and not making any posts which are or could be construed as rude, insulting, aggressive, bullying or otherwise inappropriate.

Access to Google Meet live lessons will be facilitated via links on Class Dojo, and communicated through parents' email addresses, thus further supporting parents to see home learning as a shared experience where they are modelling to and supporting their child in learning how to use online communication well.

Google Meets's Acceptable Use Terms

By attending a Google Meet lesson you agree to:

- The session being recorded and uploaded to Class Dojo. This will mean that your child's image may be included in the recording.
- Keep your camera on, ensuring that your child is in shot at all times.
- Have no one else in the shot.
- Ensure the background of the shot is appropriate to be viewed by children.
- Ensure that your demeanor, language and attire remains appropriate throughout.
- No screenshots or photos being taken by yourself and no recordings downloaded.
- Use the chat facility only when prompted to by the teacher and only in relation to learning.

If parents have a concern about school or pupil use of ClassDojo, please contact the class teacher in the first instance, or Mr Reed.

Breaches of this policy and of school AUPs (Acceptable Use Policies) will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff).

This policy is linked to our:

- Safeguarding
- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- Online safety acceptable use policy
- Home-School ClassDojo Policy