



Abbey Woods Academy

Google Meet Rules



Be safe.

Only use your school Google account to join the meeting. Always keep safe online and make sure you do not share your account details. Always tell someone if you are worried about anything you see online.



Where?

Find a quiet space where you can concentrate and pay attention. Make sure there is someone with you in the house in case you need any help.



Camera on or off?

Decide if you are going to have the camera on or off. If the camera is on, your background is plain and there is nothing on screen that is personal.



What to wear?

If the camera is on, make sure you are wearing appropriate clothes for school (doesn't have to be your uniform) – no pyjamas!



Be on time.

Be ready – your teacher has to be on the call before you can join. Make sure your device has enough charge.



Mute yourself.

As soon as you join, mute the microphone– you will be allowed to talk when your teacher tells you! This helps to minimise background noise and feedback.



Be kind.

As in school, we will not swear or use horrible words. We will say nice things and we will be kind at all times – whether we are talking or using Chat.



Chat!

Only use Chat to ask questions, respond to questions, make relevant comments and not to have a chat or personal conversations with your friends.



STOP!

You must follow all these rules or you will be removed from the session. Your teacher can remove you from the session.