

## **Guidance on the use of G Suite for Education**

### Google Meet:

- Google Meet is only used for educational/wellbeing purposes between teacher and pupils.
- All Google Meets will be recorded and saved for Child Protection purposes - see updated Risk Assessment.
- The teacher will provide the Meet link. No student is not permitted to enter the Meet until they can see that their teacher is already joined the Meet
- The teacher will always be the last to leave any Meet. The students must not re-join the Meet once the teacher has advised that the Meet has ended.
- Students must not use their @holytrinitynsfethard.com accounts to set up a Meet with their fellow student. This account is only to be used for school business.
- Students are not permitted to record or photograph any Google Meet
- Teachers will only engage in Google Meet with groups of students. Any 1:1 Meet between teacher and student must be sanctioned by the Board of Management, must have a parent present at all times and will be recorded by the teacher.
- Please come prepared to any Google Meet - have materials required, be appropriately dressed, be on time, be respectful, listen and contribute thoughtfully to discussions
- Students are expected to behave in accordance with the school's Code of Behaviour. Any breaches will be dealt with in accordance with the Code of Behaviour.