



What is Google Meet? Google Meet is the Video Conferencing tool within Google Classrooms. It will allow you to have a video lesson with your teacher to which you can contribute through video, audio or text. It is up to you whether you have your video camera or microphone on.

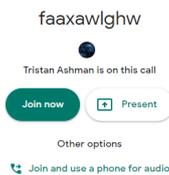
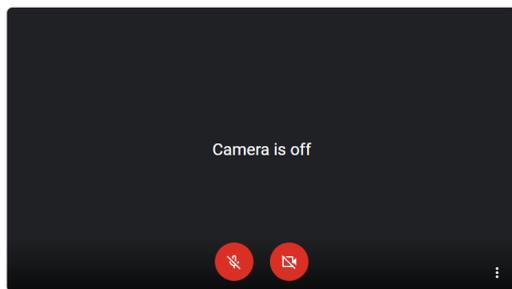
Mr Ashman's Year 8s

Meet link <https://meet.google.com/lookup/faaxawlghw>

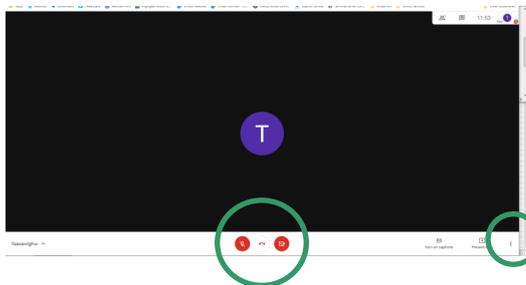
How do I join my Google Meet? You teachers will let you know when your Google Meet lesson is through Show My Homework and also their Google Classroom.

When it is set up you will see a Meet link on the top banner of your Google Classroom. If you click it before the time for the Meet, or click it before the teacher has started the Meet you will just get an error message. But if you click it when the Meet is going to start you will be taken to another window.

Your teacher may just send you your Meet link on Show My Homework (but remember you have to login to Google for it to work).

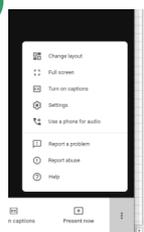


Joining the Meet: When you have the screen on the left you can switch off your camera and/or your microphone if you want. You can then click on Join now to enter you Meet lesson.

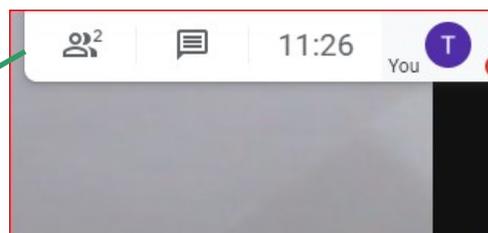
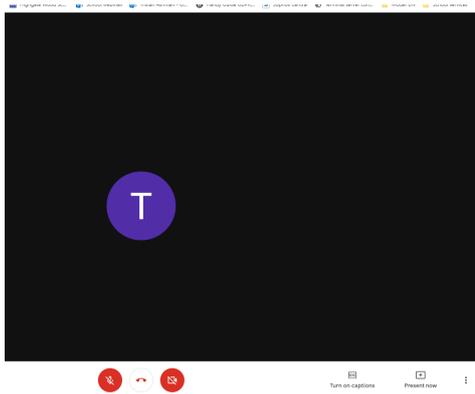


At any time during the Meet you can switch your Microphone and Video Camera on or off.

Using the Meet tools: Most of the Meet page is given over to the teacher's presentation, but you can change the layout to see who else is in the session. Click on the 3 dots that are at the bottom right of the screen.



This gives you various options including **Change Layout** at the top. It also allow you to **Turn On Captions** which is sometimes helpful if the audio isn't clear.



Chat in a Meet: If you look in the top right corner you will see the chat icon. Click on that and it brings up a panel that allows you to use text to chat to your teacher and classmates.

GOOGLE MEET CODE OF CONDUCT

We ask that all students adhere to the following Code of Conduct:

- **Tell other people in your home that you are in an online lesson.**
Other people may not want to be in the background of your lesson and they need to be aware of what is happening.
- ◆ **It is important to maintain your own privacy.**
You should try and have your Meet in an appropriate area of your home and, where possible, against a neutral background. You can use a laptop, desktop, tablet or mobile phone for your Google Classroom Meet...do remember that if your video is on you can be seen, if your audio is on you can be heard!
- **Wear suitable clothing, as should anyone else in the household who could be seen.**
For the same reason as above, do remember that you are being seen, and recorded, when your camera is on.
- **Do not take screenshots**
Though the Google Meets will be recorded by the school, students do not have permission to record or screenshot them.
- **Be prepared...**
Make sure you have your lesson materials ready, such as a pen and paper.
- **Be kind and courteous**
We have all been through a very challenging time, some having more challenges than others. As we start returning to normality, it is important that we are kind and sensitive to others. Everyone will have been dealing with things that others have probably no idea about. Be careful of what you say and the way you say it. Be nice!

For all online Google Meets, remember:

- You control your microphone and camera - if you don't want to use the camera, you don't have to!
- Teachers can remove anyone from a meeting who is not behaving appropriately.
- Meetings will be recorded by the school for safeguarding purposes or to support students who cannot attend in real time.
- Please listen to your teachers and work together to make this work.

If you have any questions or concerns about using Google Meet, please ask your teacher or email Mr Ashman at tas@hws.haringey.sch.uk