



# Video Meetings @ Campie

May 2020

## Getting ready for the first meeting.

A key priority in launching the use of Google Meet is to safeguard your children. As such a key document is our **Acceptable Use Policy**. Compliance with the policy is essential to ensure any virtual meeting is a safe and enjoyable experience for all. Any infringement will be managed as detailed below.

- Campie Primary School Acceptable Use Policy (AUP)

**Campie Primary School**  
Acceptable Use Policy

- Use of Google Meet falls within the agreement of the above. If your child does not follow the agreed code of conduct the lead teacher will remind them of the agreed expectations. If it is a serious situation, someone from the school team will contact you to discuss and agree next steps. Please see below the statement from the AUP that states this.

## What happens if I break my promise?

If you break your promise, this is what will happen:

- An adult will speak with you and explain why it is important you try and follow the Acceptable Use Policy.
- If this keeps happening you might not be able to use technology for a while and will have to use other ways to help with your learning.
- If this keeps happening or an adult decides it is very serious, the person who looks after you will be told.

- The tool we will be using is **Google Meet**



- [An introductory Meeting will take place the week beginning 25.5.20](#)

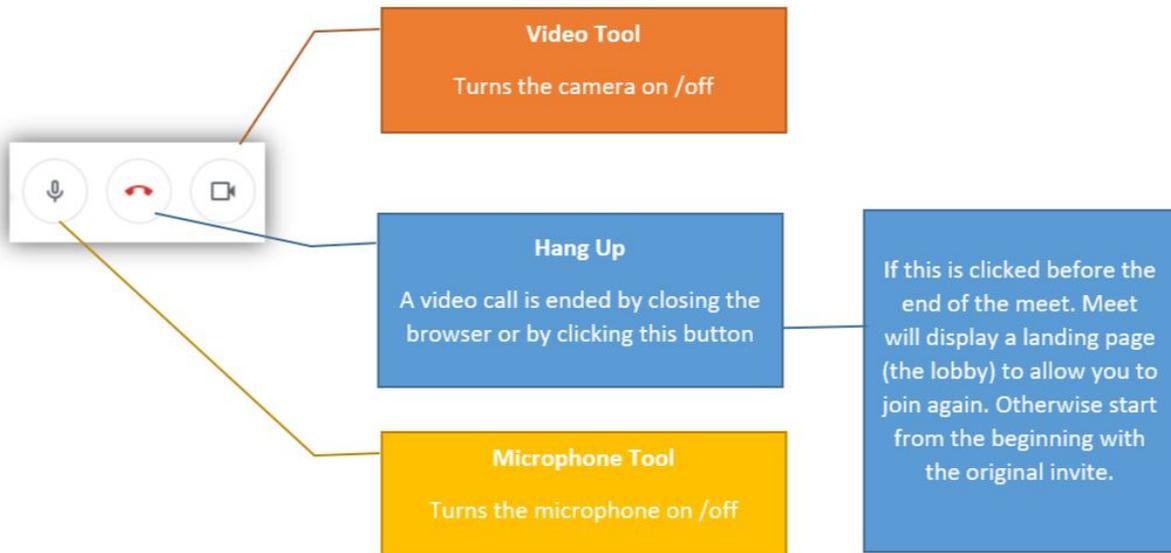
The teacher will share the date and time in **Google Classroom**. Your child should log into their Google Classroom and a link to join will be shared with them. In the first meeting the school staff will explore their 'Digital Charter' This is the **Virtual Classroom Code of Conduct** agreed when we first opened our online classrooms. Any updates relevant to the use of Google Meet will be made in collaboration with the children.

- Your child does not need to join a Meeting. If they are a little bit unsure of being in a Meeting then they can be introduced to the experience gradually e.g. if your child prefers, they can 'switch off' the camera and microphone and listen and watch. We want your child to feel comfortable during the experience. School staff will do as they do in school and encourage and support participation.

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- In some meetings more than one of the school team will be present. This may be one of our support staff team, a teacher from a partner class or someone from the Senior Leadership Team. This is an opportunity for your children to maintain connections with the wider school team.
  - Some important preparations:
    - Your child should be appropriately dressed (no need for school uniform) and in a room such as the kitchen, lounge/dining room/garden. We would discourage your child from participating in a Meet from their bedroom. Be mindful of the background that the video will share with everyone in the Meet. Your home is a private space. Choose a neutral background.
    - Other people in the household should be aware that your child is participating in a video call. If your child needs to, they can mute the video/microphone to protect the privacy of others should they 'come into shot.'
    - The joining code or link SHOULD NOT be shared with any other person. A unique code will be generated for each Meet.
    - All children will be asked to leave at the predetermined time. This is to ensure that all sessions are fully moderated by an adult from the school team.
    - The **Chat** facility should not be used at this time. Written messages and chat can be shared when the classroom **stream** is open for comments. *This opportunity is to support talking and listening.*
    - Meets are an opportunity for your children to engage with each other and school staff. If you have questions that you would like to ask the teacher, please use other ways such as an email to the teacher or the school to make contact.
    - You may wish, or need to support your child to log into the meeting - please feel free to say a hello/wave to the teacher leading the meeting. Once everyone is logged on, where possible support your child to be as independent as they can in managing the video meet.

## Some technical tips:

- Google Meet runs best in the Chrome Browser
- The tools



Link to a video guide.

<https://youtu.be/xjq8SDHnKbY>



## After the first Meeting

- Teachers will communicate with their class the days and times for the next Meeting. Each week there will be at least one Meet and a maximum of two. These will be scheduled for different times in the week to ensure there is a range of opportunities to join. Teachers will also liaise to ensure Meetings for siblings are not scheduled for the same time.
- As you will be aware some of the Campie Team are attending East Lothian Hubs. In the weeks that your class teacher is at a Hub, another teacher from the team will lead a Meeting. This is to ensure that your child has access to a weekly experience of a video conference call.
- In advance of the Meeting, teachers will share the purpose e.g. social or a shared experience.
- Children who prior to school closure were attending music lessons with the visiting music specialist will also be offered a Meet with their instructor. This will be communicated separately and directly from the music teacher.

## And finally . . .

- We are all looking forward to seeing your children and engaging with them in real time. We hope your child enjoys the experience and that using Meet helps us to stay connected as a whole school community.

