

**Ready**

**Respectful**

**Safe**

## Google Meet – Live Lesson - Pupil Code of Conduct

### Agreement

Before you enter the lesson, you must read, understand and follow the rules.

By joining any meeting:

a) you are accepting the rules set out below and

b) understand that you must also follow the Schools ICT Acceptable Usage Policy (which you have already agreed to in school).

- You must use your school email address to join a meeting. You must not give your password out to anyone else. If you suspect that someone knows your password then you should change it or contact [loginproblems@stmaryswallasey.com](mailto:loginproblems@stmaryswallasey.com)
- Progress and Aspiration Time will happen from 8.40 – 9.00
- Lessons will take place within school hours 9.00 – 3.00 with breaks at 10.00-10.30 and lunch at 12.30 – 1.00.
- GoogleMeet sessions should finish at least 5 minutes before the start of the next lesson, this will allow time for teachers to ensure that all pupils have left, and so that they, and you, can have a comfort break, get a drink and get ready for the next lesson.
- Teachers will keep a record of attendance for each lesson and log this on classcharts.
- Only teachers are permitted to schedule and set up lessons.
- Any inappropriate behaviour or comments will result in your removal from the lesson and contact with home.
- You are expected to behave appropriately (Ready, Respectful, Safe) at all times.
- The lesson must remain in Google Classroom. It is illegal to share or post any part of this video as you do not have permission.
- Only St Mary's students of that class are permitted to join in with the lesson. During the lesson, the interaction should be between teacher and students only, just as it would be on school premises. If anyone else joins the lesson you will be removed from the lesson for safeguarding reasons.
- The lesson must NOT be recorded by you on any device.
- You must not alter the images or sounds from the meeting, such as sound dubbing. This also includes pre-recorded lessons sent to you by your teachers.
- You must turn off your camera and mute your microphone before you enter the classroom.
- If you wish to ask your teacher a question you can use the comment feature on an assignment.
- You should be dressed appropriately at all times.
- At the end of the lesson you must leave the GoogleMeet, immediately, when prompted by the teacher.
- If you would like to discuss anything of a safeguarding nature, you must phone the school office 0151 639 7531 and ask to be put through to one of the Safeguarding Team. If the situation is an emergency, ring 999.

**Enjoy your Progress and Aspiration Time and lessons!**