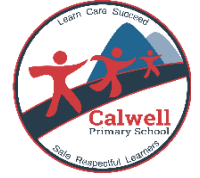


Google Meet & Contact Guidelines for Students



Google Meet Protocols

- Follow teacher instructions
- Be respectful
- Go to a quiet place – background noise will make it hard for you to be heard. Move away from or turn off music, TV or other people talking.
- Check your background – make sure the light is good
- Warn others in your household that you're in a video call
- Speak clearly, actively listen and look at your screen

Treat each Google Meet like a classroom conversation. Respectful words and body language at all times. When entering a Google Meet with your teacher, please keep your microphone on **mute** while they are presenting and turn it on to ask/answer a question.

How to contact your teacher

- Send your teacher message on Seesaw or comment and question in the Google Classroom.
- Your teacher will reply when they can. Teachers are working from home between 9am and 3pm. They will try their best to get back as soon as possible. Please be patient, if you get stuck with a task move on to another one.

Google Meet Etiquette Guide



MUTING

When you enter the Meet, mute yourself (if you're not already muted).



QUESTIONS

When you have a question, type in the textbox and wait for your teacher to call on you.



CONTRIBUTING

When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.



YOUR TURN

Wait for the teacher to call on you to unmute yourself. Only one student should talk/contribute at a time.



WHERE TO LOOK

Look into the camera when you are talking.



MUTING

Pay attention to your teacher or other students who are speaking.