



The following is an extension to the St Martin's E-safety and Internet use policy and covers the use of Google Meet for live online lessons with your teachers.

## STUDENT ETIQUETTE

**I will be responsible for my behaviour and actions when using this technology and will continue to uphold the four St Martin's expectations: *I am ready to learn, I treat everyone with respect, I am proud of my school and I will choose to do the right thing.***

- I will only join video conferences that have been set up by my teacher on Google Meet and will not set up my own video conferences
- I will only log in using my St Martin's username and I will not allow any person who is not in the class access to the live lesson
- I will be ontime for my online lessons
- I will only take part in live streaming if an adult in my household knows that I am doing it
- I will make sure that I am in an environment in my home that is quiet, safe, public (e.g. not my bedroom) with an appropriate background and free from distractions
- I will wear appropriate clothing for the session
- I will not record or take photos/screenshots of my teachers or other students
- I will not share any resources or videos created by my teachers on social media or with anyone who is not a teacher or student at St Martin's
- I will keep my microphone on mute until the teacher asks me to speak
- If I want to speak I will raise my hand or ask a question in the comment box
- I will only use the comment box to ask appropriate questions of the teacher and not to chat to friends
- I will use language that is appropriate for the classroom
- I understand that the live lesson may be recorded by the teacher in the school system for monitoring and for any student who may have missed the lesson
- I will confirm to my teacher before every live online session that I have read the student etiquette and agree to follow them during the live online session
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions may be applied and my parents will be contacted.