

# Burnside Primary School



## A guide to Video Conferencing for Learners, Parents and Carers



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# Burnside Primary School



## A guide to Video Conferencing for Learners, Parents and Carers

Video conferencing can be an effective way to keep in touch, provide support, and reinforce learning. At Burnside Primary we will be using the **Google Meet** platform for this purpose which your child can access through their **Google Classroom**.

From **week commencing 25 January** teachers will begin hosting **Google Meet live interaction sessions** where the children can get together with staff and classmates to 'keep in touch' with each other. Teachers will post days and times of these on their '**stream**' within your child's **Google Classroom**. Interaction sessions will build up to be daily.



Google Meet

Please familiarise yourself and your child with the following advice and guidance to ensure that everyone feels safe and secure whilst using video conferencing for learning; and note that online meetings will be recorded to ensure everyone is protected when using video calls. Teachers will reiterate expectations at the start of each session. **Recordings that include images or audio of learners will not be shared with other learners on Google Classroom or any other platform.** Only teachers are permitted to make recordings.

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## Pupils/Parents and Carers

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### PUPILS

The teacher will be using an online video conferencing platform called **Google Meet** to connect with you at times during home learning.

Follow the instructions and advice below to ensure you make the most of these online sessions.

***The first thing that you need to do is to find a suitable place to work. This should be somewhere:***

- Where you can sit up comfortably
- that is not your bedroom
- Quiet, with as few distractions as possible, e.g. turn off the TV, radio etc. or use headphones
- With a table or hard surface to place your device on
- with your back towards a wall to reduce how much of your surroundings are in the camera frame. Try not to have personal items on display such as family photographs
- No other family members should be visible

***Getting ready to join a live session on Google Meet at home:***

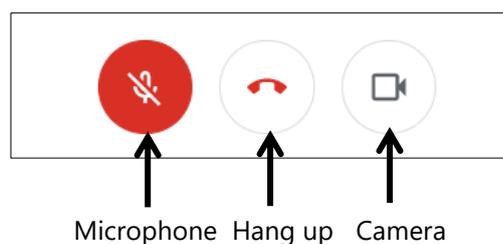
- Dress appropriately, as you would if others outside your home would see you
- Be on time for the live session starting and be ready to listen and take part. Your teacher(s) will share the times for live interactive sessions. You should discuss this schedule with your parents/carers and try to work around what suits your family circumstances (*it may not be possible for you to join every session*).
- Let other people in your house know that you are joining a live session so that they do not accidentally interrupt you.
- have a pen/pencil and paper/jotter beside you to take notes

**When in a live session:**

- Your teacher will welcome everyone to the session and tell you that the session is being recorded. They will ask that your microphone is kept on **mute** to avoid feedback and noise disruption. You should only unmute to speak, when requested by the teacher.
- Your **camera** may be on, however ***your teacher may decide that your camera is not needed and may ask you to turn it off.***
- You should use the **'raise hand'** option at the bottom right-hand corner of your screen if you wish to speak.  ***Remember to put yourself back on mute when you are finished speaking.***
- If you wish to type a message to your teacher, use the speech bubble icon at the top right-hand corner of your screen to 'chat'. You should **not** use the chat to have conversations with your classmates, unless requested by the teacher. 
- Behave as would be expected in face-to-face lessons. Your parents/carers will remind you of the need to behave appropriately and to follow teacher instructions.  
For younger children, a parent/carer may need to be close by for technical support, but **should not** appear on screen.

**Your teacher is able to remove you from the meeting if you do not conduct yourself appropriately and this is likely to result in follow-up action by a senior member of staff who may also discuss this with your parents/carers.**

- At the end of the session, your teacher will ask you to disconnect by clicking on the red **'Hang up'** icon which can be found between the Microphone and Camera icons.



### ***After the online meeting:***

- Follow up on any actions given to you by your teacher – these may be posted on your Google Classroom.  
**Parents/carers** - It would be helpful if you could follow up with your child after online meetings (depending on their age and stage) to ensure they are clear about any next steps provided by their teacher.
- If there was anything during the meeting that causes concern, it is important that you contact your teacher and/or discuss with your parent/carer who can contact your school.

## **PARENTS/CARERS**

- It is important that **parents/carers do not participate** in live sessions with learners. This is to protect your own privacy and that of others. We appreciate that for younger children you may need to provide some technical support. **Parents/carers should not be visible or audible.** We thank you in anticipation of your support with this.
- Please support the school by reminding your child of the need to **conduct themselves appropriately** and to **follow teacher instructions** and the class charter as would be expected in school. Inappropriate behaviour may result in your child being removed from a lesson/ session and a follow-up discussion with senior school staff.
- In some live interaction sessions, **an additional member of staff** may be in the session alongside the class teacher. This additional member of staff may not be your child's teacher and may be present for training purposes.
- Only your child is able to access the **Google Meet** link.

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## How to access Google Meet

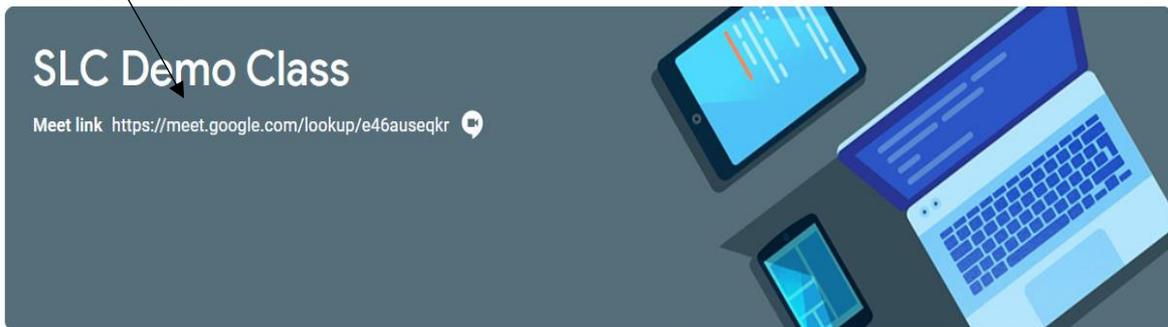
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### Connecting to Google Meet on a desktop, laptop or Chromebook:

Your online sessions will take place through your **Google Classroom** in Glow and your teacher will have shared the schedule showing dates/times in advance.

The link to your online meeting space is on the banner in your **Google Classroom**. You will not see this link until the meeting is about to begin. **You will not be able to join the meeting until your teacher has started it.**

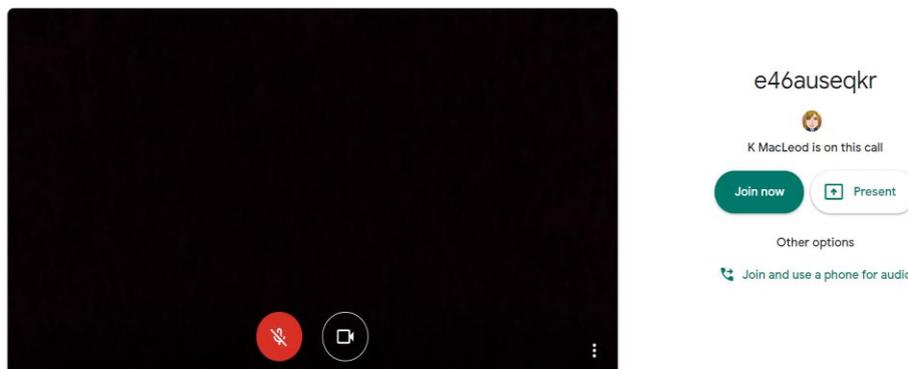
1. Click on the meeting link on the **Google Classroom** banner below (remember you won't be able to join the meeting until your teacher has started it).



You may see a message about using your camera and microphone – click **Allow**.

You will now see a preview window showing your webcam view – click on the microphone icon to **MUTE** your mic – the icon will turn **red**

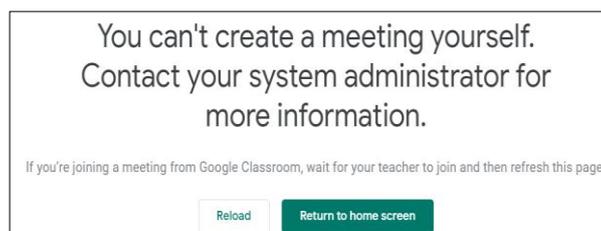
2. Click **Join now** to enter the **Google Meet** – **do not** click Present.



3. Once connected, listen carefully to your teacher and the instructions being given.

If you experience any technical problems e.g. unable to hear or see your teacher – use the chat facility to report this and wait for the teacher (or support person) to take action. Do not interrupt by turning on your mic (unless this is permitted by your teacher/class code).

4. Before starting the session, your teacher will remind everyone that it will be recorded - you will see the **red REC** button on the top left of your screen when the recording begins.
5. If your internet connection fails and you ‘drop out’ of the meeting, you should be able to reconnect by following the steps above, as long your teacher is still in the meeting.
6. If you see this message when you click on the **Meet** link in **Google Classroom...**



...it means your teacher has not started the meeting yet – go back to **Google Classroom** and try again nearer the time of the meeting.

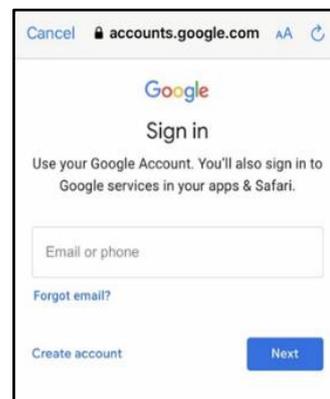
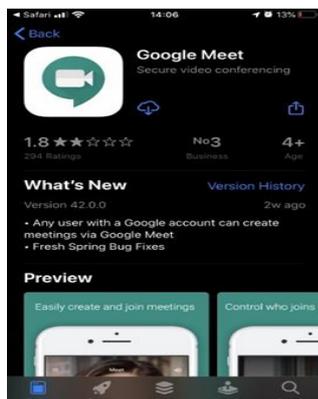
7. Once the Meet has finished, click on the **red phone icon** to hang up.

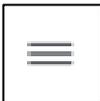
## Connecting to Google Meet on a tablet or mobile device:

**\*\*YOU MUST download the GOOGLE MEET APP\*\***

1. Once you have downloaded this from the App store, you will see a **'Welcome to Meet'** message – click **'Continue'** and allow access to your camera and microphone when prompted.
2. Click to **'Sign In'** and **'Choose an Account'**. You need to use your Glow account and it should have the **@sl.glow.scot** ending, **not** @glow.sch.uk

If you don't see your Glow account, then click to **Add another account** and enter your Glow account details – **REMEMBER** [username@sl.glow.scot](mailto:username@sl.glow.scot) **not** glow.sch.uk



- Once signed in, use the menu icon at the top left-hand corner to see your class and tasks. 
- Controls for camera, microphone and hang up are on the screen and more controls can be accessed once the meeting starts using the icon with the three dots which appears at the bottom right-hand corner of the screen. 
- Turning your phone landscape can improve the Meet experience as presenters and presentations are displayed in a larger format.

## Using Headphones and Cameras

Audio settings – from this window your child can select to use their headphones instead of the default speakers.

Video settings – your child can select a different webcam if required.

