

# GOOGLE MEET AND ONLINE MEETING PROTOCOLS



## BE ON TIME

Be on time and ready to contribute to the online meeting.  
Ensure your device works 5-10 minutes before the start time.  
No meeting to last longer than 40 minutes.

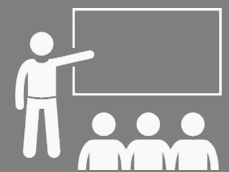


## MUTE YOURSELF

Mute your microphone right away to eliminate background noise.  
Only activate your microphone when you wish to contribute and the teacher has given permission. All communication respectful.

## PRESENTATION

You must wear appropriate clothing for a School event and ensure your surroundings do not cause any offence. Any inappropriate behaviour will be reported under our policy.



## CAMERAS AND HEADPHONES

You will not take photos or record students or the teacher during the online meeting. You will not stream the Google Meet.  
If you have headphones, please wear them.  
If they have a microphone this is even better.  
Always follow the instructions of the teacher.

## CHAT RESPONSIBLY

Contribute to the online meeting respectfully and responsibly.  
Only use any chat function when needed and the teacher is able to respond.



## SIGNALS

During the online meeting, you can use hand signals to indicate your response. Thumbs up = yes, Thumbs down = no.  
Hand by your ear = I can't hear, Raise hand = I have a comment