

How to join a Lovelace Primary School Google Meet

Apple iPad/iPhone

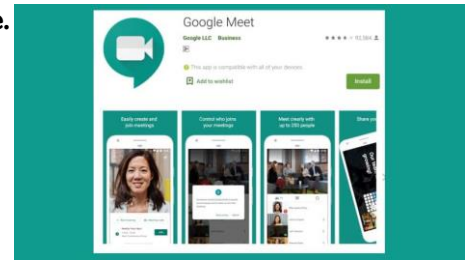
1. Download the Google meet app from the ios app store.



2. Open the app and sign in using your child's Google account address (USO.314@lovelaceprimaryschool.org.uk) and USO password
3. Every Meet video meeting has a code that you can use to join the meeting. If you have given consent to your child joining the meeting, click on the meeting link that has been provided for your child's user account. Once you have clicked this option you will join the waiting room where, when ready, they can join the teacher and fellow pupils.
4. The microphone will automatically be muted. Please do not unmute your microphone unless your teacher asks you to. There is a text chat box that may be used to ask your teacher a question.
5. Please read the attached safeguarding rules regarding Google Meets within the Lovelace Primary School domain.

Android tablets/phones/Chromebook

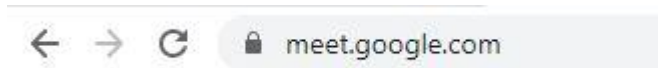
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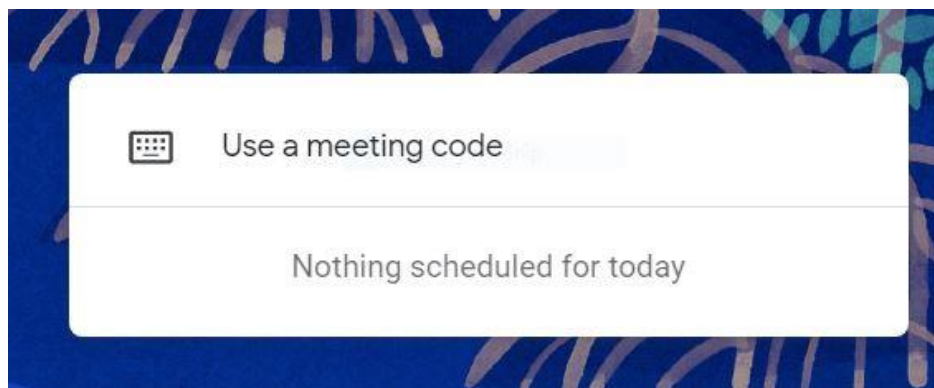
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From a Laptop/PC/Mac

1. Sign into your google account (USO.314@lovelaceprimaryschool.org.uk) and USO password. Then on the LGFL screen enter your USO and password.
2. In the URL address bar type meet.google.com



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Guidelines and Safeguarding rules for using Google Meets at Lovelace Primary School

At Lovelace Primary School safeguarding both adults and children is of utmost importance. The guidelines below are put in place for the safety of our staff and Lovelace Primary School pupils when using video conferencing software (including Google Meets).

- All videoconferencing calls between staff and pupils will require 2 adults present on the call and will be recorded. These will be stored on a secure drive on the Lovelace Primary School domain in case they need to be reviewed. When recording a videoconference lesson, it should be made clear to all parties at the start of the conference and written permission will be obtained from all participants; the reason for the recording must be given and recorded material will be stored securely.
- Use of electronic devices must be in a communal area and an adult must be present in the room. Children should not be unaccompanied or use these devices (including the use of cameras) without the supervision of an adult (18+) or in bedrooms. Ideal areas would be a living room/kitchen or other communal area.
- Language must be professional and appropriate, including any family members in the background.
- Staff and pupils must be appropriately dressed as if they were coming into school (i.e. no pyjamas).
- Only children's accounts with regards to where we have received parental consent will be invited to take part in the Google Meet.
- The pupil's must agree to mute microphones on entering and only unmute when asked to. The online chat box must be used appropriately (for instance to ask questions of the adults on the call).
- Screenshots, Screen recordings or recording photos/videos on any other device of the meeting is prohibited.
- Pupils will not be able to create their own Google Meet, join a Google Meet without a teacher present and will not be able to participate in any Google Meets without a Lovelace member of staff present.

Failure to follow the guidelines may result in the termination of the video conference, removal of your child from the video conference or restrictions on them joining further Google Meets with their Lovelace Google account.