



Video Conferencing with Learners Guide for Learners, Parents / Carers

Video conferencing can be an effective way to keep in touch, provide support, reinforce and deliver new learning but this is a new way of interacting for most learners, teachers and parents/carers.

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 may be recorded to ensure everyone is protected when using video calls.

There are 2 video conferencing platforms, available for use by SLC staff, from within the national digital platform Glow. Until recently this has only been enabled for staff-to-staff communication. Following the implementation of recent technical changes to Google Meet and Microsoft Teams, Education Scotland has now opened access to these tools to allow staff-to-learner communication. It should be noted that these are the only platforms currently sanctioned for use within SLC as they meet the technical requirements necessary to ensure the safeguarding of all participants.



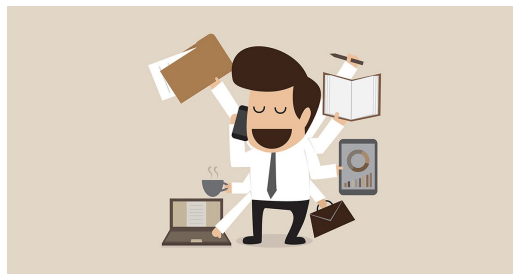


Learners

Information to take part in a Google Meet

Before the meeting starts

- ⇒ Find a suitable place to sit—that is not your bedroom, unless this is completely unavoidable
- ⇒ Sit with your back towards a wall to reduce how much of your surroundings are in the camera frame. Try not sit with your back to a window as it makes it difficult for others to see you
- ⇒ Choose a quiet space with no background noise or distractions such as TV, radio etc. or use headphones
- ⇒ Place your device on a table or hard surface to make sure it is stable and remains connected



Prepare for you live Google Meet

- ⇒ Dress appropriately, as you would if others outside your home would see you
- ⇒ Be on time for the session starting and be ready to take part – your teacher will share the dates/times of online sessions. Discuss this with your parent/carer. You might find it difficult to join all live meets.
- ⇒ Have a pen/pencil and paper/jotter beside you to take notes
- ⇒ Let other people in your house know that you are joining an online lesson so they do not accidentally interrupt you once the session gets underway


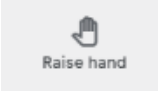


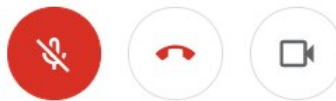


Learners

Information to take part in a Google Meet

During your Google Meet

- ⇒ Behave as would be expected in face-to-face lessons and listen carefully to your teacher
- ⇒ 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
- ⇒ Use the chat button if you want to type a message for your teacher – this can be found on the top right of your screen 
- ⇒ Use 'raise hand' if you wish to speak. Only unmute your microphone if your teacher gives you permission – remember to mute it again once finished speaking. 
- ⇒ You will find the mic/camera controls by clicking anywhere on your screen, a white banner appears at the bottom, click on the red microphone icon to unmute, click on the white microphone icon to mute
- ⇒ At the end of the meeting, disconnect by clicking on the red 'hang up' icon (found between the microphone and camera icons)





Parents / Carers

Helping your child with Google Meet

- ⇒ Help your child by finding a quiet and well-lit place, preferably not a bedroom, to take part in online lessons; the background area should be clear and away from an area where other members of the household may be visible on camera
- ⇒ Remind your child of the need to behave appropriately and to follow teacher instructions and the class code of conduct; for younger children it would be desirable if you stayed close by to monitor their activity
- ⇒ Inappropriate behaviour may result in a child being removed from a lesson and a follow-up discussion with senior school staff
- ⇒ All online meetings will be recorded to ensure everyone feels safe and secure while using video conferencing – your child will be reminded of this before recordings begin; **only teachers are permitted to record meetings**
- ⇒ It is important that parents/carers do not attempt to participate in online meetings with learners, this is to protect your own privacy and that of others. If you need to speak to your child's teacher, please use the usual means of communication to do this.
- ⇒ If your child is experiencing difficulty during a meeting they should use the chat facility to communicate this to their teacher, parent/carers must not interrupt meetings by speaking or appearing on camera.
- ⇒ If you have any concerns about the use of Google Meet or the content of online lessons, please contact the school using the normal channels of communication.

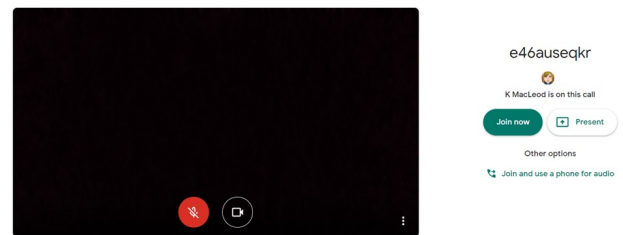
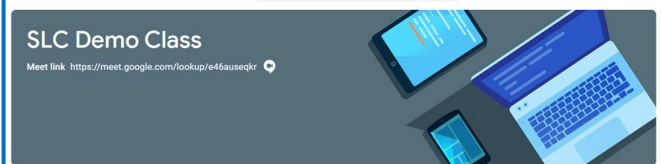
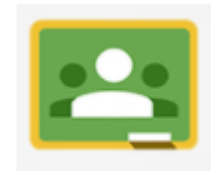




Learners / Parents / Carers Accessing live Google Meet

How to access live sessions with Google Meet on laptops and Chromebooks:

1. Log in to your Glow account and then go to Google Classroom.
2. At the time of your online session, click on the Meet link on the Classroom banner.
3. You may see a message about using your camera and microphone—click **Allow**.
4. You will see your webcam view. Click on the microphone to mute your mic.
5. Click **Join Now** (don't click Present).
6. Carefully follow instructions from your teacher.



You can't create a meeting yourself.
Contact your system administrator for more information.

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

Reload

Return to home screen

If you see this error message on the Meet link in Google Classroom, it means your teacher has not started the Meet yet. Go back to the Classroom and click on the Meet link again.

Connecting to Google Meet on a tablet or mobile device:

1. You can download the Google Meet app on to your tablet or mobile device.
2. Once downloaded, you will see the 'Welcome to Meet' message. Click 'continue' and allow access to your camera and mic.
3. Click to 'Sign In' and 'Choose an Account'. Remember to use your Glow username and then **@sl.glow.scot** ending and **not** glow.sch.uk

