

# Google Meet: Guidelines for Students

Students are expected to adhere to the [NB27 Acceptable Use of Technology Policy](#) while participating in Google Meet sessions. Any student(s) exhibiting inappropriate behavior will be removed from the session and parents will be contacted. Students are prohibited from recording, photographing, or taking a screenshot of the Google Meet session.

- Prior to joining the Google Meet, find a space in a common area (such as a living room, family room, or kitchen) to use your computer, so that a parent / guardian is close by to assist, if needed.
- Sit where your device remains immobile (on a table or desk) and the camera is directed on your face.
  - Tip - Lighting is best if it is behind the computer, not behind you.
- Remember to be respectful, responsible, and kind
- Respect your teacher and classmates while in an online session
- Make sure that you are dressed appropriately for a class session
- **Log in with your NB27 account; use your correct first name if asked to provide your name**
- All students need to mute their mics, unless the teacher calls on you.
  - Tip - move your cursor to the bottom of the screen to see the microphone button
  - When appropriate, raise your hand to the camera so the teacher can see that you would like to say something.
- Limit background noise, so your teacher and classmates can hear you clearly when you speak.
- Do not talk when someone else is talking.
- Do not share your screen unless told to by your teacher.
- Keep your video on unless the teacher directs you to turn it off.
- Stay focused on your class and pay attention when others are speaking.
  - **Wear earbuds** or a headset to mute household noise, if necessary.
- Do not make faces or exhibit other distracting behavior.
- **Quit programs** you are not using
  - **Chrome:** Close unnecessary tabs
  - **Windows:** close programs in your taskbar
  - **Mac:** look for the black dot under the app in your Dock which indicates an open app.
  - **iPad:** double click and swipe up to close apps.

If you are using the Chrome browser, and you prefer to view the Google Meet in a grid format (to see more faces on the screen at once), you will need to add this extension prior to joining the Google Meet (this should already be installed on NB27 devices):

<https://chrome.google.com/webstore/detail/google-meet-grid-view/bjkegbgpfpgpikgkfidhchihflbjgfc>