

Protocols and Expectations for Students Google Meet Classroom & Video Conferencing

Greenwich High School will be using the Google Meet platform to meet with students, both to stream classes in session to students during remote learning days, as well as for other meetings and support blocks.

- All students must follow their class schedule whether in-person or remote learning. Students are expected in their first block class every morning at 8:30am. If students are experiencing technical difficulties from home, they should email their teacher to inform them. See additional troubleshooting info below for tech support.
- All students must bring their Chromebook and charger to school when in-person and have their Chromebook charged and ready whether at home or in school.
- All remote students should be in an appropriate location for learning. This includes work stations like tables and desks, either inside or outside.
- When active in Google Meet, mute the microphone until it's time to speak. This eliminates background noise for all.
- When active in Google Meet, students are expected to be visible (using their camera) unless directed otherwise by their teacher. All students must be wearing school-appropriate clothing on remote learning days. "School-appropriate" means that the attire should be something you would wear to school when attending in-person.
- Observe appropriate conduct, as if we are in the classroom. No recording or pictures of any kind are allowed. Students are expected to show respect for all members of the community, including themselves, by extending care and kindness to their fellow students, using appropriate language, cooperating with others, sharing resources, and by contributing responsibly to the digital learning environment.
- All students must respect academic integrity while learning remotely. Teachers design assignments so that you can have an optimal learning experience. It is important for you to complete your own work in an honest and authentic way.

We recognize the most important relationship in a school community is between a teacher and students. If you forget to follow these expectations, we will work with you to correct any concerns so that our virtual experience works well for everyone.

Policy:

The Board of Education Policy on Acceptable Use & Internet Safety is linked below:

[Board of Education Acceptable Use of Internet Policy](#) [Policy in English/Policy in Spanish](#)

Troubleshooting:

Students having issues with their device and hardware should email support@greenwich.k12.ct.us. If students need help with using school apps and tech platforms, they can fill out the [Tech Help Request form](#) and a Library Media Specialist will get back to them as soon as possible. After school hours, they should check the [GHS Library Tech Help](#) page for information on many apps.

To join a class in Google Meet:

Every teacher will post a link at the top of the class Schoology page. This is the link students will use every day to join the live class. For example [g.co/meet/ghssmithbio4](#).

If students attempt to enter the Meet before the teacher, they will get a message that either says that students are not allowed to create a Meet or that the Meet has not started yet.

This meeting hasn't started yet

[Return to home screen](#)

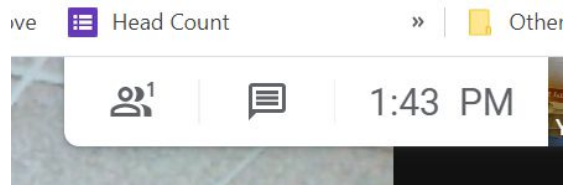
[Submit feedback](#)

Students will need to refresh or click on the link again in a few moments in order to join the class.

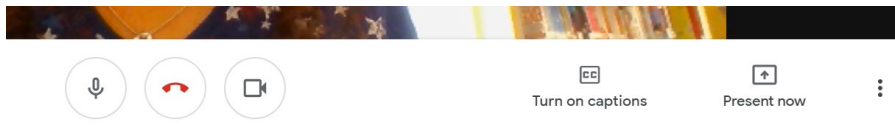
Students can only be in a Google Meet when the teacher is present. Students do not have the ability to start a Meet without a teacher.

During a Meeting:

- Controls in the upper right:



- The people button allows you to see all members of the meet.
- The chat bubble opens a text message stream on the right side of the screen. Remember, all participants can see all messages in the chat!! Be respectful of everyone.
- Use the controls at the bottom of the screen to manage what you will see



- **Microphone:** Mute or unmute yourself (⌘/Ctrl + d)
- **Phone:** End call
- **Camera:** Camera on or off - all students should have their cameras on during class.
- **CC:** Turn on automatic closed captioning
- **Present now:** This feature allows students to share a screen, a window or a Chrome Tab, when instructed to do so by their teacher. Always be conscious of the other things you may have open on your computer. Close out of anything that you don't want your teacher or your class to see.
- **Three dots:** Allows you to do many things. Most importantly, look here to change the layout of your screen and to access the settings if you are having trouble with your microphone or camera.

Tips:

- Use headphones to prevent audio feedback.
- Mute if you are not speaking! This will prevent any unexpected or accidental noises on your end from disturbing the meeting. To do so, click the mic icon at the bottom of the window. Remember to un-mute if/when you'd like to speak.
- Choose a quiet area to join the meeting, free from distractions and noise.