



**Education Resources**

Executive Director **Tony McDaid**

Blackwood Primary School – Head Teacher: Ms Christine McMillan

**Our ref:** KMacP/smp  
**Your ref:**  
**If calling ask for:** Mrs MacPherson  
**Phone:** 01555 892438  
**Date:** 18<sup>th</sup> January 2021

Dear Parents/Carers

**Google Meet User Agreement**

Within Google Classroom there will be times when children will be asked to join a live online session with their teacher. We are using 'Google Meet' which is our council approved video conferencing platform and have attached a document which sets out ground rules to keep everyone safe. Please discuss these safety rules with your child/children ahead of any meeting. A few of the main points:

- **When you join a Google Meet you must switch off your mic, this means that everyone can hear the teacher.**
- **Find a suitable place to sit which is quiet and with no distractions**
- **Prepare as you would for a real lesson dress appropriately and be on time**
- **Use the hands up button to let the teacher know that you want to share an idea or answer a question.**
- **You can also message the teacher using the chat function. Children should not be messaging each other unless asked to do so by the teacher.**
- **When instructed by the teacher to hang up, learners must do this, the teacher will be the last to leave the meeting, to ensure no one is left on the call.**
- **No other member of your household should be visible during a Google Meet**
- **Be Ready, Respectful and Safe when online**

All Google Meet calls will be recorded for safeguarding reasons. Recordings of live calls are not permitted to be reposted or shared if pupils can be seen or heard on the call.

We would be grateful if you could please copy and paste the link below into your web browser and confirm that you accept the Google Meet User Agreement for your child / children.

**<https://forms.gle/VDh4d6DJCzLqTZrs8>**

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If you have any questions regarding the above, please do not hesitate to contact the school.

Yours sincerely

*Kay Macpherson*

Kay Macpherson  
Depute Head Teacher

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