



Protocol for Live Google Meet Sessions



Joining the meeting



You will be sent an invite by your teacher to join the meeting.

Before the meeting

	Have everything you need ready.
	Find a quiet spot in the lounge or kitchen (not your bedroom).
	Let your family members know that you are in a Meet.
	Don't use a fun background or sit in front of a window.
	Be presentable (and check that anyone who is in the background is presentable).
	Be on time.

During the meeting

	Stay in one spot during the zoom meeting.
	Use the mute button until you are invited to speak – wait your turn.
	Be respectful just like you would be in class. If anything concerns you, tell your teacher.
	If your teacher says you can, use the raise hand function to show you have a contribution.
	Think before you contribute.
	Do not eat or chew gum.

After the meeting

	Wave goodbye as you leave!
	Ensure you leave the meeting and log out.
	If you have any questions you can message your teacher in your Google Classroom.