



St Lawrence Primary School
93A Capesthorne Drive
Derrimut
Victoria, 3026

Dear Families,

To support remote learning this term our school will be using Google Meet in all grades to facilitate live video calls. This decision has been made after feedback from our families, the School Advisory Board and staff members of the school. The purpose of the meetings is to allow the students and their teachers to stay connected with each other while we cannot be at school. As such, the Google Meet video calls will be conducted with the teachers and their grades, and will have a focus on wellbeing, connection and relationship building.

Google Meet calls will be scheduled by the classroom teacher. Teachers will communicate the times and dates with families each week.

Child safety is extremely important to the staff of St Lawrence and has been taken into consideration when deciding to use this platform. Google Meet allows us to have the following in place:

- A Meet can only be created by a teacher and therefore no unsupervised video calls are possible using the school account.
- Users from outside the school are blocked from joining the call. Teachers are alerted if anyone is trying to access the video call without a school email account.

Our school has chosen to have the following **expectations** for all students joining a Meet:

- **Inform your families:** Students need to make sure that their families know that a Google Meet has been scheduled and that they will be attending the Meet.
- **Adult family member present:** Where possible, we encourage an adult family member to be present when a student is part of a Google Meet.
- **Dressed for learning:** School uniform is not expected, however, students should be dressed in appropriate clothing for learning (i.e. no pyjamas)
- **Background:** Students need to ensure that the video has a safe and suitable background, free of distractions.
- **Microphones set to off:** Microphones must be muted before joining the Meet. Teachers will call upon students to talk and at that time they are able to turn on their microphone.



In order to take part in a Google Meet there are a few things you will need to have in place before the video call begins:

1. Put a passcode on your device if you are using an iPad
2. Ensure the Google Meet App is on your device
3. Get your child's/children's email and password from their teacher
4. Log into Google Meet
5. Become familiar with the Google Meet Protocols
6. Watch the video tutorial 'Joining a Google Meet'

In order for students to log into the Google Meet App on an iPad they need to have put on a passcode. Most students in grades 3-6 will already have passcodes on their iPads and would have already communicated this with their teachers. If you have a child in 3-6 and they do not have a passcode on their iPad, they will need to choose a passcode and then email their teachers to let them know what their passcode is.

For students in grades P-2 who have borrowed a school iPad, we will have generic passcodes that we would ask you to use.

Grade Prep = 0000

Grade 1 = 1111

Grade 2 = 2222

Tutorial videos can be found on the school website under the Remote Learning tab, which can be found under Learning and Teaching. These videos will help families to be set up and prepared for Google Meet video calls. The video tutorials cover:

- Adding a Passcode
- Logging into Google Meet (iPad)
- Logging into Google Meet (Computer)
- Joining a Google Meet (iPad)
- Joining a Google Meet (Computer)
- Google Meet Protocols

Google Meet is part of G Suite for Education core services (which also include Google Drive and Classroom) and is therefore subject to a privacy policy very different to a regular Google (GMail) account. To read further please check out the FAQ at the [Google for Education Privacy and Security Centre](#).

If you have any further questions about our use of Google Meet, please contact Matthew Robb (Learning and Teaching Leader) on his school email (mrobb@slwderrimut.catholic.edu.au).

We look forward to embracing this challenging time in education with enthusiasm and doing all we can to support students, families and staff.

Sincerely,
Julie Corsaletti (Principal)