

# Archbishop Holgate's School

## Google Meet Code of Responsibility

We agree to be good digital citizens by following these rules when having class meetings online.

### BE SAFE

- Get permission before you log on.
- Use your school own personal 'Google Account'
- Protect your password by not sharing it with others.
- Protect your class link by not sharing it with others.
- Participate in class meetings only if you are invited.
- No one else should be on camera unless your teacher says it is okay.
- Follow school rules for using computers



Don't take photos or screenshots or record videos during the meeting.

### BE RESPECTFUL

- Ask questions about what you are learning.
- Stay focused during class.
- Be kind and respectful to others.
- Nod or give a thumbs up to show you understand.
- Mute your microphone unless you are talking.
- Wear clothes that would be appropriate for school.
- Pause your video if you have to step away from your computer.



Raise your hand if you want to talk and your teacher will call on you.

### BE RESPONSIBLE

- Check your technology before the meeting begins.
- Pick a quiet spot and let others around you know you are in a meeting.
- Have your materials beside you before the meeting begins.
- Look around you.
- Be aware that anything on video is something that can be seen by others.
- Have paper and pencil with you in case you need to write things down.
- Ask your teacher for one-on-one help if you don't understand something.
- Use headphones if you have them.



Log in, on time.

*Be safe, Be respectful, Be responsible*