

St Francis de Sales

Catholic Primary School

626 Pascoe Vale Road Oak Park Victoria 3046 | Tel: 03 9306 9444
principal@sfoakpark.catholic.edu.au | www.sfoakpark.catholic.edu.au

COVID-19 Home Learning Program

Principal: Mr John Rudd | john.rudd@sfoakpark.catholic.edu.au

Remote Home Learning Program Google Meet

To support our remote home learning program our school will be using 'Google Meet' to facilitate live video calls.

Google Meet is part of G Suite for Education core services (which also includes Google Drive and Classroom).

From time to time, Google Meet calls will be scheduled by the teacher and students should check their 'Google Classroom' for details, times and dates.

To ensure child safety is paramount, Google Meet allows us to have the following restrictions in place:

- Google Meets can only be created by a teacher and therefore no unsupervised Meets 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.

SFds Google Meet School Expectations

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

Microphones	Microphones to be muted before joining the call. Teachers will call upon students to talk and at that time, they are able to turn on their microphone.
Video	Video is allowed but optional for students. Ensure the video has a safe and suitable background, free of distractions.
Dress	Whilst school uniform is not expected, students should be dressed in appropriate clothing for learning (ie. no pyjamas).



ST FRANCIS DE SALES
OAK PARK

Bloom where you are planted

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Google Meet Grid View Extension

In order to support your child to see and interact with one another during our whole class Google Meets, you might like to download the Google Meets 'Grid View Extension' for Google Chrome. This allows you to see all members of the Google Meet at any given time in a grid format.

You can access the Google Meet 'Grid View Extension' via this link:

<https://chrome.google.com/webstore/detail/google-meet-grid-view/kklailfgofogmmdlhgmjigenehkjoioip?hl=en>

The video below explains how to download and install the extension to your Google Chrome browser.

<https://youtu.be/o1lrCYGmXjs>

Please note, that this is optional and only a suggestion to make Google Meets more enjoyable for your child.

As Google Meet is part of G Suite for Education core services (which also includes Google Drive and Classroom), it is therefore subject to a privacy policy very different to a regular Google (GMail) account. For more information on this privacy policy, please refer to 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 your child's classroom teacher.

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

Sincerely
John Rudd | Principal



Google Meet - Student Guide

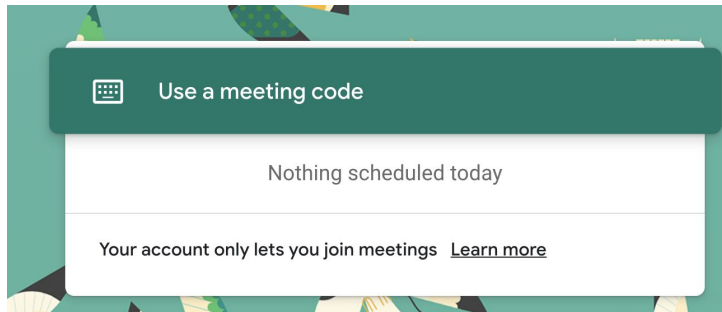


1. Make sure you are signed in to your Google EDU account, not a personal Gmail account

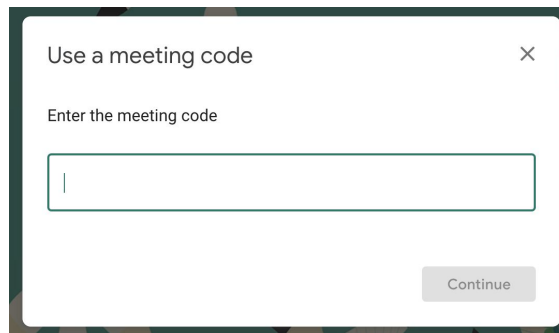
(e.g. @lcdelacombe.catholic.edu.au)

2. If your teacher has shared a meeting code for a Google Meet:

- Go to meet.google.com
- Click **Use a meeting code**



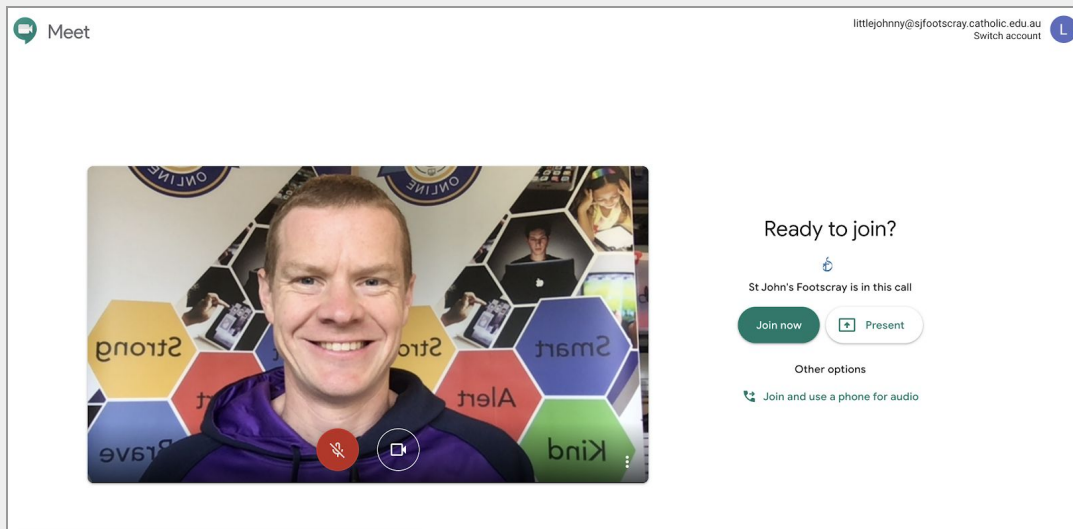
- Enter the code provided by your teacher and click **Continue**.



Note: If asked to allow access to your camera and microphone, make sure to allow access. If you are told that you cannot access this Meet yet, it means that your teacher has not yet arrived, and you will need to wait until the specified meeting time.

3. Prepare to enter the Meet

- Ensure you're dressed for learning (no pyjamas please)
- Plug in headphones (if you have them)
- Make sure the background of your video is suitable
- Tell family members that you're joining a video call
- Click your microphone so it turns red (muted)



- Click **Join now**

4. Participate in the Meet session

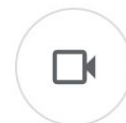
- **Mute/UnMute**

- Click on the microphone button at the bottom of the screen to **unmute** your microphone if you are asked to speak.



- **Camera on/off**

- You can also **turn your camera on and off** with the camera icon. Turning your video off helps with bandwidth if you find your connection is choppy.

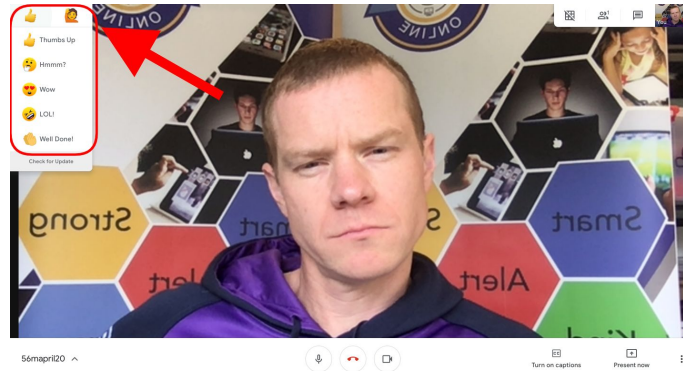


- **Leave the Meet:**

- The red phone icon is to **leave** the Meet.

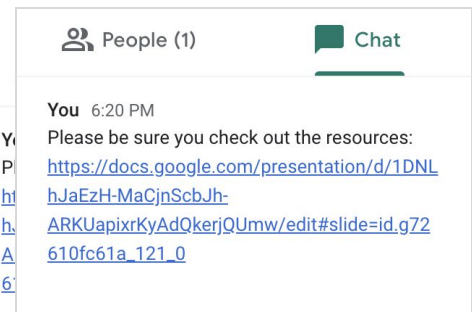


- Raising your hand & reactions (Chrome extension needed)



- Chat

- Click the **Chat** icon to open the chat window (click it again to hide). This is where you can ask and answer questions. Links to resources might also be shared here.



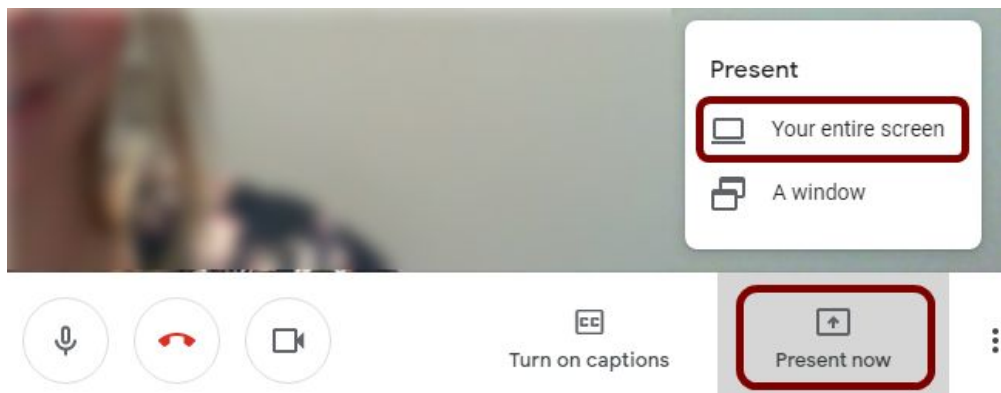
- Captions

- Turn on **captions** to make spoken words in the session appear on the screen.

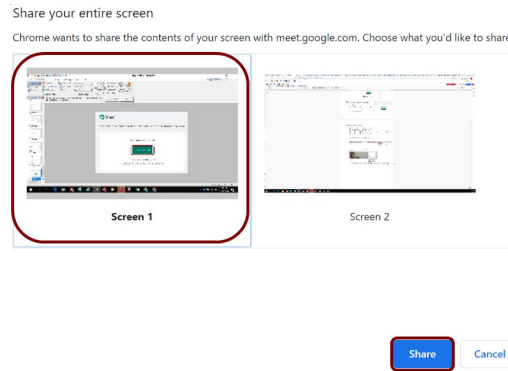


- Present Your Screen:

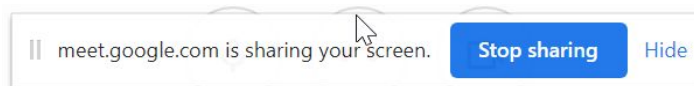
- If you need to show your screen, click the **Present now** icon and then select **Your entire screen**.



- Click on the screen you wish to share in the popup window. Then click **Share**.

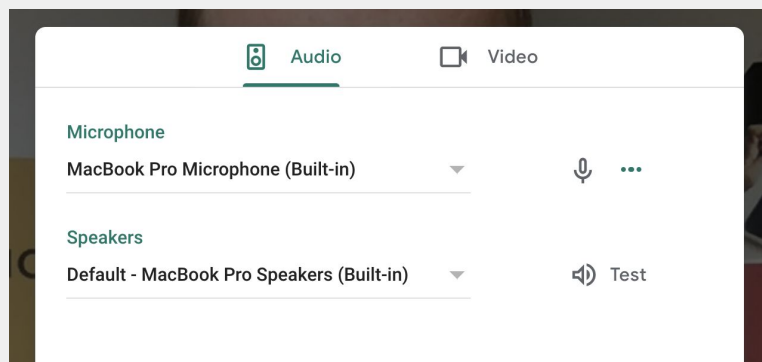
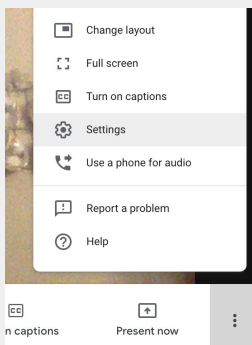


- To stop sharing your screen, click **Stop sharing** at the bottom of your screen.



Troubleshooting:

- If you cannot hear/see people or they cannot hear you, be sure you are not muted.
- If you are not muted, check your audio and video settings. Go to the three dots in the bottom right hand corner and select **Settings**.
- Check that the correct microphone, speakers & camera are selected from the drop down menu.
- If everything seems right, leave the Meet and rejoin.





BEFORE YOU TURN ON YOUR VIDEO...



Have you told your family you're joining a Meet?



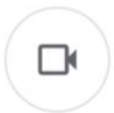
Are you dressed for learning?



Is the background appropriate?



Headphones plugged in? (if you have them)



NOW THAT YOU'RE READY, TURN YOUR VIDEO ON AND SAY HI IN THE CHAT.