

Google Meet Rules/Etiquette:

1. Be on Time

- a. Be on time and prepared with your device charged. Close all materials and tabs for other classes. Be sure all technology works 5-10 minutes before the meeting.

2. Mute Yourself

- a. Mute yourself right away to eliminate any background noise.

3. Presentation

- a. Consider your surroundings and attire. Find a good spot in the house with few distractions and make sure you are wearing something appropriate for school. Don't roll out of bed and be wrapped in a blanket. You are in class and should present yourself as you would on a normal school day. **If your attire would not be appropriate to wear on free dress days, DO NOT wear it in Meet.**

4. Headphones

- a. Use headphones or earbuds if you have them. If they have a microphone, even better.

5. Chat Responsibly

- a. Only use the chat function when told to do so by the teacher. Only type when needed to so the teacher can respond to questions promptly.

6. No Distractions

- a. Being in a Google Meet is the same as being in class at Summit Academy. No phones allowed. There should be no texting or chatting on other devices or playing with toys or pets during your Meet.

7. No Recording or Screenshots

- a. There is to be no recording or screenshots during Google Meet classes.

8. Presenting or Screen Sharing

- a. This should only be done when given permission by the teacher

9. No Meets unless monitored by teacher

- a. Students should not join a meet before the teacher
- b. Students should log-off when instructed to do so and should not attempt to rejoin the meet after the teacher has left.
- c. Students are not to use the Summit Google accounts to create their own Meets

****Use good judgement students. If you shouldn't do it, have it, use it at school, then it also doesn't belong in a Google Meet with your teacher.****