## Google Meet User Agreement

While enrolled in the Diocese of Scranton Catholic School System, students will be required to participate in synchronous lessons with their teachers using a video conferencing platform called Google Meet. Google Meet is the only video conferencing platform that we will employ in the 2020-2021 school year. Google Meet will be used in hybrid and virtual instruction as well as during times of extended student absence or school-wide closure due to inclement weather or other extenuating circumstances.

Google Meet is part of our school’s G Suite Enterprise for Education package. We want you to be aware of Google's privacy notice. Please review Google Meet for education’s security and privacy notice [Meet security and privacy for education - G Suite Admin Help](https://support.google.com/a/answer/9822731).

Our guidelines for student usage of Google Meet are below, as well as all details outlined in the Student Handbook.

* + Students are only allowed to access their teacher’s Google Meet sessions through their school provided Google accounts. No personal or family accounts will be permitted.
  + All guidelines regarding student conduct are detailed in the students’ school Student Handbook that must be signed by each student and parent.
  + For home privacy, students my blur their backgrounds or use a school-approved background during a Google Meet and will not change backgrounds during a session. Schools have determined what kinds of images are approved in the Student Handbook which is required to be signed by all students and parents.
  + Students may not delete, change, or add any apps, Chrome extensions, or add-ons. All additions will be controlled by the Chromebook & iPad Administrator of the Diocesan Virtual Academy.
  + Students should stay muted unless they are talking to reduce background noise. It is also recommended that students sit in a well-lit and quiet place. Students should be dressed appropriately for school (see school handbook regarding “dress down days”), may not wear hats or hoodies, and should not eat during Google Meet sessions.
  + Students should be aware that all Google Meets will be recorded for students who are not in attendance and for student reference regarding assignments and activities. This includes all audio, video, and chat texts.
  + **Recording Google Meets:** We require teachers to record non-confidential video sessions and post them for students who cannot attend the live session. All sessions will be recorded. We want and need our faculty to be efficient and effective when covering material or providing reinforcement. Therefore, here are some guidelines about recordings:
* These recordings will not be publicly available, only shared within the Google Classroom, a similar section of the same class, or within the school domain that requires a network account.
* Faculty will announce their intention to record every session before beginning the recording.
* Parents and students are prohibited from allowing or using any “screen shots,” still images, video or audio from any Google Meet (live or recorded) in part or entirety for any reason. This is a serious violation of the privacy of everyone involved and anyone who disregards this policy will face disciplinary action.
  + The tools we use are vetted by our faculty and administrators for data privacy and safety. We will be adding new tools as needed and are mindful of this important aspect.

This document must be signed by the student and a custodial guardian (referred to as “parent” going forward) before the student can participate in online synchronous instruction.

* + The parent consents for their student to use Google Meet as a digital learning platform.
  + The parent consents for their student to be recorded in Google Meet as a participant in synchronous instruction.

**Student/Parent Agreement**

Your signature below indicates your agreement to the terms, conditions, and consequences outlined above. Students will not be permitted to participate in Google Meet lessons without this completed form.

|  |  |
| --- | --- |
| Student name: | Grade: |
| Student signature: | Student ID\*: |
| Parent name: |  |
| Parent signature: | Date: |

* The student ID can be added later by school personnel.

If you have questions or concerns about your student’s use of online tools, please contact the Diocesan Technology Administrator or the Virtual Academy Lead Teacher.