

## Google Meet Video FAQ

### Overview

Google Meet has been selected as the official video meeting platform that DPS teachers will use to provide synchronous (two-way) video instruction with students. To ensure the safety of our students, the following settings have been enabled for our users:

- Students cannot enter Google Meet sessions before a teacher is present
- Teachers may always act as a meeting host
- Students cannot rejoin a session after a teacher leaves
- Students do not have the ability to host a Google Meet session

### FAQs

#### **Will Google Meet sessions be recorded?**

Teachers may record sessions. When sessions are recorded, the video will be saved to the teacher's Google Drive. Teachers may share this video with other students or teachers via a link. In most cases, teachers will only record themselves or their screen and students' cameras will not be visible in the recording.

#### **Will teachers meet one-on-one with students using Google Meet?**

In most cases, teachers will only interact with groups of students using Google Meet. If an individual session is needed, the teacher will request that a parent or guardian be present for the duration of the meeting.

#### **Can Google Meet be used to communicate with people outside of Danville Public Schools**

Teachers may invite an external user such as a guest speaker. The teacher must admit this user to the meeting. If a student were to share the URL of the meeting with an external user, the teacher would be required to admit the external user to the Meet session. Students may not admit guest users.

#### **Are Google Meet sessions monitored**

Google Meet sessions may only be initiated by a teacher; therefore, sessions are moderated by the teacher.

#### **What if I don't want my student to participate in video sessions?**

If you choose for your student not to participate in synchronous (two-way) video meetings, you can take the following steps:

1. Fill out the attached Google Meet Video Opt-Out form. This information will be shared with your student's teacher and retained in your student's cumulative folder.
2. Ensure that your student's camera is turned off during any synchronous (two-way) sessions
3. Physically cover the camera on your student's Chromebook using a small piece of masking tape. Ensure that you do not also cover the microphones.

## Google Meet Video Opt Out

Complete this form if you do **NOT** wish for your student to use **Google Meet Video**

I have reviewed the attached Google Meet Video FAQ and choose to opt my student out of using Google Meet Video as a synchronous (two-way) learning tool. I understand that this does not release my child from the requirement to participate in virtual learning. I also agree to ensure that my student's video camera is disabled and/or to physically cover it with a small piece of masking tape.

**Student Name:** \_\_\_\_\_

**Parent/Guardian Name & Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_