



Google Meet
For Families and Students
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What should parents know about Google Meet?

Google Meet is an online meeting and video conferencing tool for students, families, and teachers. Through the LCPS G Suite account, students have access to Google Meet. Students can join Meets created by others and create their own Meets. Students may use Google Meet with teachers to participate in online class meetings, or to connect with and collaborate with peers.

Teachers will be recording whole class synchronous instruction. This recording may be used to share with students unable to access the original session. Recordings will be available for a week after the session. Schools will be obtaining permission for the recording of sessions via Permission Click. If a parent or guardian does not want their student's image recorded, the camera should be turned off. Unless otherwise needed, we recommend that cameras are turned off during synchronous instruction.

As with all social networking tools, student usage should be understood and monitored. Parents should have conversations with students reinforcing the expectation that school tools be used for school work only, and reinforce the importance of positive interactions in all forms of online communication, including video meetings. We also encourage parents to actively monitor how students are using their LCPS-provided device and set guidelines that align with the parent's expectations.

How do students or parents access Google Meet if an invitation is sent by a teacher?

You can join a Google Meet by clicking the meeting link URL sent to you in a text or email. To join a video meeting, you need the Meet mobile app or a supported web browser. You do not need a G Suite account



1. Click the meeting link sent to you in a chat message or email.
2. Follow the onscreen prompts to join the meeting.

What is the Student Code of Conduct in Virtual Learning Environment?

Student Code of Conduct in Virtual Learning Environment

Although our classroom environment is virtual, the standards of behavior are as important as they are in brick-and-mortar schools. Our virtual classrooms are real classrooms with real teachers and students; therefore, appropriate student behavior is expected. To promote the understanding of LCPS students regarding how to behave in an online environment, we have developed a code of conduct that all students are required to follow. In addition to the Student Rights and Responsibilities Handbook (SR&R), this guidance addresses student interaction with LCPS staff and other LCPS students, as well as their individual actions.

Student Interactions with Teachers and Other LCPS Staff

1. Students are expected to abide by the Student Code of Conduct and be good digital citizens.
2. Students should address all LCPS staff members as adults with the courtesy expected for education professionals.
3. Students should phrase communications with LCPS staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails, virtual classes, and phone conversations must be respectful.
4. Students should communicate with teachers via email. If a student requests a Google Meet via email, a parent or caregiver must be present for the virtual meeting.
5. Students should not record Google Meets.
6. The integrity and authenticity of student work is something we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content is prohibited.
7. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other LCPS students. These actions are prohibited as indicated in [Policy 8210](#) and may result in temporary removal from the virtual learning environment.



Appropriate Use of the Internet

1. In the event there is a claim that a student has violated Policy 8210, Introduction to Student Discipline, they will be notified of the suspected violation and given an opportunity to present an explanation.
2. LCPS students are subject to all local, state, and federal laws governing the Internet. Any student that violates this procedure will be subject to disciplinary action that may result in removal from LCPS class as well as other disciplinary or legal action.

Disciplinary Action

LCPS School Administrators will initiate the following procedure for improper behavior in any class during the virtual learning environment.

1. A student may be temporarily removed by staff if a student violates LCPS Student Code of Conduct in the virtual learning environment.
2. The parent(s) or adult caregiver of any student shall be notified if a student is removed from the virtual environment for more than 30 minutes. The teacher will report all violations to school level administration.
3. Any additional violations of LCPS code of conduct or Acceptable/Responsible Use or the SR&R may result in additional disciplinary action. Families should contact their school administrator with questions.