



Google Meet Specific Information

Access the primary guidance for video conferencing at <http://bit.ly/OSDE-VideoConference>.

As with any tool used in a classroom, it is crucial to make sure the first priority is to protect the privacy of students. [Google Meet](#) is committed to ensuring the privacy of users in the K-12 realm is protected. Google has served classrooms through their [G-Suite for Education](#) and has taken steps to ensure student data is protected. Google also meets standards for [FERPA and COPPA compliance](#).

Best Practices

- Open meetings to classes only within your Google Classroom or in a shared Google Calendar.
- Do not make meetings or classrooms public. Share meeting information in Google Classroom.
- To ensure students do not reenter a Meet after the teacher leaves, teachers should set up the Meet in Google Calendar. After the meeting, teachers can then delete the Hangout in the Calendar invite to prevent students from re-entering the meeting.
- **Administrator Setting:** It is possible for the school or district Google Administrator to change the settings in the Admin Console that keeps students from starting their own Google Meets or from recording a Google Meet in which they are participating. A short [5-minute video](#) provides Google Administrators instructions on how to make these changes.

Managing Participants

- **Participants Requests:** During a video meeting, only the meeting creator can see and [approve requests](#) to join the meeting from outside of the school's G Suite domain. If a teacher creates a meeting and wants to include guests with an email address that's outside of their school domain, make sure they stay on the call until all external guests have been approved to join.
- **Muting & Removing Participants:** The teacher may [mute or remove participants](#) from meetings. Any participant can be muted, including those who call in on the phone.
- **Audio/Video Quality:** Participants can turn off their camera to show their profile photos instead. This can improve video meeting quality if the internet speed is slow. If audio quality is poor, ask students to use a phone instead.
- **Accommodations:** To help students who are deaf or hard of hearing, turn on [live captions in Meet](#).



- **Ending a Meet:** Teachers should make sure to close the meeting after the meeting is over. Google is [currently working to improve Meet](#) and restrict students from accessing a meeting once it is ended.
- **Preventing Students from Joining Before a Teacher or from Rejoining a Meet after the Teacher Leaves:** Google has recently updated Google Meet to not allow students to join a Meet before a teacher joins and to not allow students to rejoin a Meet after the teacher leaves. This [7-minute video](#) will provide instructions on how to make use of these updates.

General Settings

- **Disabling Video:** Teachers may [disable video](#) for all students in a Google Meet. Disabling the video may improve the meeting quality for students with slow internet connections. While it is important for students to see each other virtually to maintain a connection with classmates, there are times when it may be useful to block distracting, unwanted, or inappropriate actions or gestures on video. This is strongly suggested for liability purposes.
- **Chat Feature:** One feature of Google Meet is the ability for participants to communicate with each other in the chat forum. Many times this is very useful. Other times it can become distracting because of comments being shared among users that may contain inappropriate content.
 - Currently, there is no way to [disable chat](#) within Google Meet. It is strongly recommended to record meetings which ensures teachers have a transcript of the chat. Teachers may use this to address any disruptive behaviors with caregivers after the meeting. The transcript may also be used if there is any question as to what was shared in the meeting for liability purposes.

Recording Sessions

For multiple reasons, it is suggested to [record](#) every Google Meet meeting. This allows students who are unable to attend a live meeting the opportunity to watch a meeting later. It also is a protective step for teachers. If students or parents feel uncomfortable with the information shared or something questionable occurs during the meeting, it is possible to use the recording for liability purposes. Hosts can choose to enable recording as a part of creating a meeting or can enable recording inside the meeting space once a meeting has started.