



# Google Meet | Etiquette for Students

**PLEASE NOTE:** Only teachers can create a Google Meet. Students can join a Meet session with a Meet code, or “nickname”.

## Preparing for a Meet Session

- Be sure you have a fully charged device with a microphone and camera enabled.
- Choose a quiet space with a comfortable chair and as little background noise as possible so you can focus on the session.
- If there is background noise in your area, use a headset that has a microphone (e.g. Apple earphones, headset).
- Test your microphone before the session in case you use it to participate during the meeting.

## Meet Etiquette

- Check in 10 minutes before the start time to make sure everything is working.
- Be prepared with physical and digital documents open before you join.
- As soon as you enter the call, mute your microphone.
- Mute your microphone whenever you are not speaking to reduce background noise.
- Adjust your camera so you feel comfortable or turn it off if it is distracting.
- Use the microphone and chat as directed by your teacher. Be an active participant, listening intently. Use the chat and the microphone to participate and share as instructed.

## Acceptable Use Guidelines

Digital citizenship is important as you engage in ongoing learning. Be respectful of yourself, others, and the online space in which you learn.

### Respect Yourself

- Listen to and follow instructions.
- Participate when and how your teacher directs you to.

### Respect Others

- Listen to and respect the contributions of others.
- Share information that is useful and supportive.
- Use appropriate, supportive language.
- Always ask for permission to share or record others' work or images.

### Respect Online Space

- Use technology tools and resources for the learning purposes they are meant for.
- Report issues to your teacher immediately.

## Using Chat

- Use the Chat stream for questions that require an immediate response.
- Ask your teacher how to “put up your hand” to ask a question during the Meet. Your teacher will tell you what word or phrase to use in the chat to let them know you wish to participate.

## Help and Support

- [Ongoing Learning](#)
- [G Suite Help Page](#)
- [Digital Citizenship in the CBE](#)

*School boards across Alberta are collaborating and sharing content during these unprecedented times. Thank you to the Edmonton Public School Board for allowing us to adapt this work.*

