

# SIMPLE STEPS TO A SUCCESSFUL VIDEO CALL

Getting online:

Log onto your [alumnismat.org](https://alumnismat.org) account

Go to <https://meet.google.com/>

Click to JOIN a meeting

Type in the class NICKNAME from the teacher



## 1 TELL YOUR PARENT

Make sure everyone in your house knows you are going on line on a video call. Tell them when you start and tell them when you finish. Ideally, have a parent stay in the room with you while you are in the call. Make sure you are not in your bedroom and the background to the video you are sending is neutral with nothing in the background that others shouldn't see.



## 2 DRESS APPROPRIATELY

You need to be dressed in clothes that you'd normally wear at home - NOT in pyjamas and definately nothing offensive on your tshirt!



## 3 SIGN ON WITH THE NICKNAME

The environment for all school video calls is safe because you can only join in using the @alumnismat.org sign on. To make the call even more secure you can only join with the nickname the teacher gives you for the call.



## 4 JOIN AND LEAVE WHEN YOU ARE TOLD

Your teacher will tell your parents when they are planning to go online. You cannot go online into the call before the time your teacher tells you. When you are told to leave do so straight away. You can't make your own calls with @alumnismat.org accounts.



## 5 BEHAVE

Mute your mic straight away and only turn it on when told to. We cannot have everyone talking at once. Normal school rules apply - just like if you are in the classroom. You can type using the chat function but remember we can see too!



## 6 CONTRIBUTE

Have a good call. Enjoy making contact with the children in your class. If you are asked to speak or want to speak up - join in... but don't forget to turn on your mic and be polite!