**ELPS Guidelines for Google Meet**

The following guidelines for Google Meet set-up, organization, and basic usage are intended to provide consistency for our students, teachers, and families.

**Elementary:**

1. The following applies to meetings generated using [**meet.google.com**](https://meet.google.com/): as a safety precaution to keep students from entering meetings without the teacher, each teacher needs a Google Meet nickname. Please use this naming convention for establishing your nickname:

LastnameBuildinginitials Ex: ArmstrongWH

The elementary building initials are: Donley-DN, Glencairn-GC, Marble-MB, Pinecrest-PC, Red Cedar-RC, Whitehills-WH

\*\*\* If you choose to set up your Meet via Google Classroom, you do not need to use the above name conventions and instead can use the unique Meet Link generated for you when you set up your Google Classroom.\*\*\*

1. PK-2 teachers are strongly encouraged to generate Google Meet links using [**meet.google.com**](http://meet.google.com) using the nickname convention listed above.
2. 3-5 teachers are encouraged to generate Google Meet links using the following 2 methods only: (1) [**meet.google.com**](https://meet.google.com/) using the nickname convention listed above or (2) by generating a unique Google Meet link for your students in each Google Classroom.
3. When ending a meeting the teacher must make sure all students have left the meeting OR he/she must remove each student from the meeting. If not, students can remain in the meeting “unattended”.
4. Meeting creators are the only ones who can mute or remove other attendees, ensuring that students can't mute or remove teachers. For privacy reasons, only the student can unmute themselves after they have been muted. Mute all is not an available feature at this time.
5. Meeting creators are the only ones who can approve requests to join made by anyone outside of the district domain.
6. East Lansing is in the process of upgrading to the G Suite Enterprise Essentials subscription. Once that is complete, teachers will be able to host virtual meetings with up to 250 participants, have virtually no time limit per meeting (24 hour time limit) and have an unlimited number of meetings available.
7. Live streaming in-domain and meeting recording saved to Google Drive will also be available once the district G Suite Enterprise Essentials subscription is implemented.

**Secondary:**

1. The following applies to meetings generated using [**meet.google.com**](https://meet.google.com/): as a safety precaution to keep students from entering meetings without the teacher, each teacher needs a Google Meet nickname. Please use this naming convention for establishing your nickname:

LastnameBuildinginitials Ex: BrunnerMMS, HarrellELHS

The secondary building initials are: MacDonald Middle School-MMS, East Lansing High School – ELHS

\*\*\* If you choose to set up your Meet via Google Classroom, you do not need to use the above name conventions and instead can use the unique Meet Link generated for you when you set up your Google Classroom.\*\*\*

1. 6-12 teachers are encouraged to generate Google Meet links using the following 2 methods only: (1) [**meet.google.com**](https://meet.google.com/) using the nickname convention listed above or (2) by generating a unique Google Meet link for your students in each Google Classroom.
2. When ending a meeting the teacher must make sure all students have left the meeting OR he/she must remove each student from the meeting. If not, students can remain in the meeting “unattended”.
3. Meeting creators are the only ones who can mute or remove other attendees, ensuring that students can't mute or remove teachers. For privacy reasons, only the student can unmute themselves after they have been muted. Mute all is not an available feature at this time.
4. Meeting creators are the only ones who can approve requests to join made by anyone outside of the district domain.
5. East Lansing is in the process of upgrading to the G Suite Enterprise Essentials subscription. Once that is complete, teachers will be able to host virtual meetings with up to 250 participants, have virtually no time limit per meeting (24-hour time limit) and have an unlimited number of meetings available.
6. Live streaming in-domain and meeting recording saved to Google Drive will also be available once the district G Suite Enterprise Essentials subscription is implemented.