



Google Classroom Pupil Use Agreement



The purpose of our *Google Classroom* is to provide a safe and secure place to receive and share learning, and a place to connect with school staff and classmates. In *Google Classroom*, school staff can assign work to the students digitally, without paper. *Google Classroom* is accessible from any digital device with internet access and a web browser. Parents/carers can login and view the assignments that have been set, whether their child has completed and submitted them, and any feedback that they may have received.

Parents/carers and pupils are expected to read and adhere to the points outlined below.

Responsibility:

- Using your *G Suite* account, check *Google Classroom* every day to view new assignments.
- Complete your learning online by either completing it on a digital device, using *Google* apps, or by doing it in your book/on paper and submitting a photo of it (or other file, such as video or sound clip, if required).
- Complete the learning provided to the best of your ability.
- Remember to submit learning by clicking 'Turn in' on *Google Classroom*.
- Check and respond to any feedback you may have received from school staff.

Safety:

- Do not share personal information such as e-mail, home address or phone number.
- Only login using your own username/login and password.
- During 'learning time', you will be expected to use *Google Classroom* to access, complete and submit learning. You should not use this time to access other content on the internet unless it is for the learning that is being done.
- Ask permission of a parent/carer when accessing content on different websites or apps. You should only use those recommended by your teachers or in links provided.
- When submitting images, sound clips or video, make sure that these are appropriate for the learning task. Check with you parent/carer if you are unsure.
- When on *Google Meet*, ensure you have adult supervision.

If you are ever unhappy or upset by anything you see or hear online, speak to a trusted adult (parent/carer or teaching staff if online) as soon as you can about it - they will be able to help. If you don't want to talk to a trusted adult you know, you could contact www.childline.org.uk which is a website where there are people to listen to any worries children may have; you can also call them for free anytime on 0800 1111.

Respect:

- Your G Suite account (and Google Classroom) is to be used for learning and not for social purposes.
- Be polite, friendly, and encouraging in any communication with school staff and other pupils.
- When on Google Meet, listen to the teacher carefully and always greet and leave appropriately e.g. Goodbye and thank you.
- Send polite and responsible messages and think carefully about how online messages affect others.

Comments:

- Make sure your comments are about the learning and that they make sense. Be sure to check and edit comments if necessary.
- Be aware that any comments deleted by pupils are still visible to school staff.
- Avoid using text language like 'u' for 'you', etc.
- Do not use strings of exclamation or question marks: one '!' or '?' will do.
- Try to correct your spelling mistakes.
- Use capital letters in the correct places: proper nouns (names of people and places, the beginning of a sentence, and for the pronoun, 'I'. Please don't use ALL capitals.
- Use punctuation correctly: full stop at the end of a sentence, space after a full stop and comma, etc.