

Google Classroom: Safe Use Agreement

The purpose of 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 you digitally, without paper. Google Classroom is accessible from any digital device with internet access and a web browser. Parents/carers and pupils are expected to read and follow the points outlined below:

Responsibility

- Using your G Suite account, check Google Classroom every day to view your remote learning tasks.
- Using your G Suite account login to Google Classroom Meet twice daily (morning and afternoon).
- 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 another 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 hand in/ turn in Google Classroom.
- Check and respond to any feedback you may have received from school staff.

Safety

- Do not share personal information such as email, 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 hand in/ turn in learning. You should not use this time to access other content on the internet unless it is for learning that is being done.
- Ask permission of a parent/ carer when accessing content on different websites or apps.
- When submitting images, sound clips or videos, make sure that these are appropriate for the learning task. Check with your parent/carer if you are unsure.

Respect

- Your G Suite account (and Google Classroom) is to be used for learning.
- Be polite, friendly and encouraging in any communication with school staff and other pupils.
- Send polite and respectful messages and think carefully about how online messages affect others.

Comments

Comments by pupils may be enabled for you to comment or provide feedback on any learning tasks you have been set. The comments are your way of communicating with your teacher, so use them like you were talking to them or writing in your book at school. For example:

- **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 that any comments deleted by you 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.

Pupil Agreement

I have read/ listened to and understood the Google Classroom Pupil Use Agreement and I will follow the rules, which are there to keep me and the school safe.

Pupil Name: _____ Pupil Signature: _____ Class: _____

Parent/ Carer Agreement

I have read and understood the Google Classroom Safe Use Agreement and I will support my child to access their learning and to follow the rules. I will contact school if I need any further help.

Parent/ Carer Signature: _____

