

## **Google Classroom Use Agreement - please read with your child**

The purpose of using Google Classroom is to provide a safe and secure online platform to receive and share learning and a place to connect with school staff and classmates. Teachers will use Google Classroom to assign work to you digitally (i.e. without paper). Google Classroom is accessible from any digital device with internet access and a web browser. You, and your parents/carers, will be able to log in and view the assignments that have been set by your teacher and any feedback given by your teacher. Your teacher will explain the expectations on how to use Google Classroom. We are asking you to adhere to the points outlined below.

### **Responsibility**

- You will keep your Google Classroom login details confidential.
- Complete your assignments online by either completing it on a digital device or by doing it in your exercise books/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 your teachers.
- Do not have anything near you that will distract you eg. Phone.
- You need to follow the school behaviour policy and if leaving session inform the teacher-focus on the learning like you do in school.
- Be in the live meetings and sessions at the right time.
- Keep the same background and use the chat to ask questions or support learning only not for conversations.

### **Safety**

- Do not share any personal information such as email, home address or phone number online.
- Only log in 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 from a parent/carer when accessing content on different websites or apps.
- When submitting images, sound clips or video, make sure that these are appropriate for the learning task. Check with your parent/carer if you are unsure.

- If you receive a comment from a classmate that makes you feel upset or worried, report it to your parents and class teachers. They will deal with it. Do not respond to the comment.
- Make sure you are in a quiet place for learning and fully dressed (make sure adults with you are also dressed as they maybe seen in the background during live lessons).
- Do not record or take pictures of children while using google.

### **Respect**

- Be polite, friendly and encouraging in any communication with school staff and other pupils.
- 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.
- Do use punctuation.

Please ask your adults to email [homelearning@sir-robert-gefferys.cornwall.sch.uk](mailto:homelearning@sir-robert-gefferys.cornwall.sch.uk) stating:

I have read the Google Classroom Use Agreement and discussed with my child and they understand that this is to help keep them safe while learning at home.