



Chellington Federation 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 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' on Google Classroom.
- Check and respond to any feedback you may have received from school staff.
- Log in to classroom based live lessons as dictated by your class timetable.

Safety:

- Do not share personal information such as e-mail, home address or phone number.
- Only login using your own username/login and password. Do not change your 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.
- 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 joining 'live' lessons, ensure your video is on and the sound is on mute unless you are verbally participating in the lesson.

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.
- Send polite and responsible messages and think carefully about how online messages affect others.

Comments:

(Comments by pupils may be enabled for pupils to comment or provide feedback on any learning tasks they have been set.)

- 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.
- 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.

Conduct whilst online:

- I will not record any part or whole of a live video or pre-recorded lesson.
- I agree that my teacher will always record any live video lesson, I understand that this is an agreement to ensure the safety of all students and teachers.
- If I am involved in a live video lesson, I agree to ensure that I am aware of others in my own home and that they know I am engaged in a lesson to avoid unnecessary or inappropriate distractions.
- If I am involved in any live video lesson, I will ensure that I am wearing sensible and appropriate clothing that would be deemed acceptable on a school non-uniform day.
- During a live video lesson I will use the audio 'mute' function and turn off my video when instructed to do so by the teacher.
- During a live video lesson I will cut the camera feed to stop the visual link when instructed to do so by the teacher.
- During a live video lesson, parents must remain off screen and not distract the learning of the class.
- I agree that if I am involved in a live video session and I do not adhere to any of the rules above I will be removed from the lesson by the teacher.

General Learning Expectations:

- I understand that the normal high expectations of behaviour are expected of me.
- My interactions and engagement will be focused, polite and respectful at all times.
- I agree that I will always complete the work to the best of my ability

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: _____ Class: _____

Pupil Signature: _____

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: _____