



Google Classroom



# Google Classroom

## Parent/Carer and Pupil Acceptable Use Agreement

### **Background**

Google Classroom is a web-based learning environment. When logged into Google Classroom, students can collaborate with their peers and teachers. Google Classroom offers a digital safe space for students to view class tasks, access learning materials, view posted assignments, and turn in completed work. It is important to ensure that this tool is used in a safe and ethical manner and in accordance with Tottenham Infant School's safeguarding arrangements.

This document therefore sets out the terms under which Google Classroom should be used safely by Tottenham Infant School parents/carers and pupils, in a manner that supports effective and appropriate teaching and learning.

### **Status of this agreement**

This agreement has been sent to parents/ carers via email and it will be assumed that the provisions have been accepted unless a communication is received by the school stating otherwise.

### **Purpose**

- Tottenham will provide every pupil with a unique, filtered and monitored Google Classroom account for the purpose of facilitating distanced learning.
- Google Classroom accounts will be actively monitored by staff who can access all activity from the users.
- Pupils Google accounts are intended for educational purposes only.
- Failure to comply with this Acceptable Use Agreement by parents/carers/pupils can result in restriction being placed upon their account or, in extreme cases, loss of access.

### **Online teaching/meetings using video conferencing**

- Google Meet meetings will be arranged to allow the school staff to deliver teaching and review learning.
- Pupils/parents/carers are not permitted to take photos, screenshots, or recordings of any video or audio from video sessions.
- Cameras and microphones for these sessions will be controlled by the teacher.
- While live teaching is taking place, parents are responsible for making sure that their child's and households behavior is always correct and appropriate.
- The live lessons are for the children to interact with each other and with their teacher or school staff-parents should not try and speak to the teacher. If a parent needs to get in touch with the school, they should do so in the usual way.
- It is a good idea to change the background during Google Meet meeting to protect the privacy of your home and family.

## **Account Security and Safety**

- It is the responsibility of parents/cares/pupils to maintain the confidentiality of their Google account information.
- Pupils will not share usernames, passwords, or other account information and will report any possible unauthorised use of their accounts to a teacher or member of school staff immediately.
- Under no circumstances should pupils attempt to login to another pupil's Google account.
- Cyber-bullying and harassment will not be tolerated.
- Pupils are expected to report any suspicious or threatening communication immediately.
- Pupils will not use Google accounts to share personal information such as full names, location, family information, phone numbers, etc.
- Live sessions will be recorded by my teacher but that the recording will not be made public.

## **Pupil use guidelines**

Google accounts are to be used for the following purposes only:

- Teacher-student correspondence.
- Accessing/ submission of classroom assignments or materials.
- Creation of documents for classroom work.

Pupils may not use Google accounts for:

- Unauthorised personal communication
- Bullying or harassment of other students
- Sending inappropriate or immoral content or language

## **Privacy**

- All Class Google accounts are the property of Tottnhall Infant School.
- Pupils should therefore expect Google accounts to be subject to monitoring at all times and should not expect any documents to be private.

## **Internet usage**

- All internet access at school will be monitored and filtered to prevent access to undesirable content.
- Where pupils are accessing Tottenham Google accounts from home, it will be the responsibility of the parent/carer to monitor, supervise and put in place any restrictions to prevent the access of unsuitable/harmful content.

## **Consequences of violation of this Acceptable Use Agreement**

- Pupils who do not adhere to this Acceptable Use Agreement may have their access revoked and or restrictions placed on their account.
- In special circumstances the matter may be referred to the police or other external agencies as required.

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

We would like to remind pupils and their families of the e-safety learning we have covered in school. Attached to this letter is a reminder of these e-safety tips to keep all of us safe and using Google Classroom for the purposes of which it is intended- a tool for home learning at this unprecedented time. Please take time to familiarise and remind yourselves of these e-safety rules to ensure the smooth operation of Google Classroom for all.

If you have any concerns about Google Classroom, please make an appointment to speak to either your child's class teacher or the Headteacher. All complaints will be dealt with in accordance with our existing Complaints Policy, which can be accessed on our website or through the school office.

Many thanks for your consideration in this matter.



## Google Classroom Code of Conduct for Pupils



Google Classroom

**This code of conduct outlines what we expect of pupils during on-line sessions. Much of this matches our expectations of pupils in lessons when they are at school and it will help pupils get the most out of the remote learning.**

**I understand that by joining the sessions I agree to follow the code of conduct outlined below:**

- I will only use Google Classroom for online learning.
- I will not share my login details with anybody else.
- I will only share materials that are related to my learning and will only do this when asked by my teachers.
- I will always communicate in a polite manner.
- During live online sessions, my parent/carer will be in the same room.
- I will not use my school account to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.
- I understand in live lessons I must remain muted unless my teacher unmutes me or directs me to unmute
- I will ensure I am suitably dressed (fully dressed and not pyjamas!).
- I will remain attentive.
- I will regularly check google classroom to help ensure that I keep on track with my learning.
- I will not take photos of my screen or record on-line interactions.
- At the end of live sessions/google meetings my teacher will ask me to 'hang up' before closing the meeting. I will do this promptly as directed by my teacher.
- I understand that if I do not follow this code of conduct, my teacher will remove me and there will be follow up consequences for my actions.

# Be smart on the internet



**S**

## SAFE

Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password.



**M**

## MEETING

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.



**A**

## ACCEPTING

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

## RELIABLE

Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.



**T**

## TELL

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

THINK  
U  
KNOW



[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

KidSMART

Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

