

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 teachers and classmates.

In Google Classroom, teachers can assign work to the pupils 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:

- 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.

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 teacher/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 teacher/parent/carer if you are unsure.

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

Comments:

Teachers may enable the Comments function 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 teachers.
- 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.
- Please also refer to the St Leonard's Pupil ICT Acceptable Use Policy when accessing Google Classroom and other content on the internet

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials. Where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised material.