The purpose of Google Classroom is to provide a safe and secure online space to receive and share learning, and a place to connect with school staff and classmates. In Google Classroom, teachers can assign work to the children online. Google Classroom is accessible from any digital device with internet access and a web browser.

Class teachers will, where appropriate, assign homework learning tasks on Google Classroom. In the event of an individual needing to isolate, a class closure, or a school closure, class teachers will publish daily learning on Google Classroom. This will include English, Mathematics and another subject. The work will closely link to the learning which would have taken place in the classroom at school.

Parents/carers can login and view the assignments that have been set, when using Google Classroom and any feedback on these. Parents/carers and pupils are expected to read and adhere to the points outlined below:

Learning Responsibility

Log-in daily to Google Classroom to view new assignments;

Complete learning online 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 set to the best of your ability;

Remember to submit your finished work by clicking 'Hand in' on Google Classroom. This needs to be done daily:

Check and respond to any marking comments and feedback your teacher has given you.

Keeping yourself and other safe

Do not share personal information such as e-mail, home address or phone number;

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 related to the learning;

Ask parent's/carer's guardian's permission before 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 not sure.

Respect

Your Google Classroom account 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 you to comment or provide feedback on any learning tasks they have been set;

Make sure your comments are about your 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.

Live Lessons

Be on time for your interactive session

Be dressed appropriately for learning (e.g. no pyjamas)

Remain attentive during sessions

Interact patiently and respectfully with your teachers and peers

Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.

You MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher

Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.