Google Classroom Acceptable 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. Teachers can also use this as a tool to send reminders and notifications regarding upcoming events in class.

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:

- Check your Google Classroom regularly for homework, assignments and notices.
- 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 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.

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 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.

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.
- 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.
- 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.

As part of Howe Dell's commitment to safeguarding, we monitor activity on school accounts and devices using SENSO. Content and use will be checked by the Executive Head regularly to ensure all users comply with the acceptable use agreements. Unacceptable activity is filtered and flagged.

Please also refer to the 'Howe Dell Pupil E-Safety User Agreements' when accessing Google Classroom and other content on the internet (this can be found at https://www.howedell.herts.sch.uk/page/?title=Policies+and+Guidance&pid=122)



Pupil's Agreement

I have read and understood the Google Classroom Pupil Use Agreement and I will follow the rules, which are there to keep me and the school safe.

Student Name: .....

Student Class: .....

Student Signature: .....

Parent Signature: .....

Date: .....