Google Classroom Pupil and Parent Use Agreement Form

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The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning.
Parents/carers and pupils are expected to read and adhere to the points outlined below:

**Responsibility:**

* Using your Google account, check Google Classroom weekly to view new homework assignments.
* Complete your learning online by either completing it on a digital device, using Google apps, or by completing it 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 'Turn in' on Google Classroom.
* Check and respond to any feedback you may have received from school staff.

**Safety:**

* Do not lose or share your Google Classroom login details.
* Only login using your own username/login and password.
* Ask permission of a parent/carer when accessing content on different websites or apps.
* When submitting images, sound clips or videos, make sure that these are appropriate for the learning task. Check with your 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.
* It is advised that parents supervise the use of Google Classroom by their children; that parents are aware of all work and information passed back to school.
* Make sure your comments are about the learning: What worked well? What did you enjoy the most? Etc.
* Be aware that any comments deleted by pupils are still visible to school staff.
* Parents should continue to use MyEd- the school app- to communicate with school staff.

**Google Meet**
When we move to live learning:

* All remote lessons, delivered through Google Meet video conferencing, will be scheduled by the class teacher through Goggle Classroom.
* Children must be in a communal room and must be dressed in their school uniform.
* Pupils will be required to have their camera on, at all times, during live lessons. This will ensure there is transparency about who is participating in the lesson and help to safeguard all involved.
* Children should try to ensure that they have a plain wall or background behind them or use the 'background blur' function. A 'sound safe' environment should be established in the room where the lesson takes place. Microphones are sensitive so you will need to make sure there are no televisions/game players or domestic appliances running in the same room.  Microphones may pick up unwanted conversations in the background. No one other than the pupil and teacher should be visible or audible during the lesson.

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