



Friars Primary School Google Classroom Agreement



The main system for remote education during Covid 19 school closure is Google Classroom which enables virtual teaching and remote learning.

The purpose of our Google Classroom is to provide a safe and secure place to receive and complete learning, and a place to connect with school staff and classmates. Pupils will receive a mix of teaching, pastoral and learning support via live lessons, recorded lessons, powerpoints, feedback and google meets. Teachers may provide videos from White Rose Maths, The Oak National Academy, BBC bitesize and other learning platforms. In the event of technical difficulties parents/carers can contact their child's class teacher or the school office and we will provide assistance.

To ensure a safe, secure learning experience for pupils and staff, please read the following information with your child and **comment via google classroom or email to teachers** that you and your child will adhere to the safety agreement as outlined below:

Google Classroom Stream/Classwork:

- Check google classroom everyday to view and complete new assignments and hand these in with work attached. Teachers can only feedback if work is uploaded. If work is on paper then photographs can be taken and uploaded to google classroom (or emailed if uploading fails to work).
- In order for teachers to be able to provide feedback, work should be submitted by 5pm Monday to Friday. Feedback will not be given over the weekend, and if work is handed in late, there is no guarantee of feedback.
- Do not share personal information such as email, home address or phone numbers.
- Only log in using your own username/log in and password.
- Only use your G Suite account for learning purposes.
- Be polite, friendly and encouraging in any communication with school staff and other pupils.
- Parents can communicate with teachers through email or private messaging on google classroom.

Google Meet/Live Lessons:

- Only pupils should be visible or audible during the lesson, other members of the household should not interact with the class, but it is essential that supervising adults at home know when their child is online.
- Ideally, pupils should wear headphones for GDPR reasons whilst taking part in a 'live lesson'.
- Parent/carers should be aware that a live lesson is taking place and have consented to this.
- The background should be as neutral as possible and personal information should be protected.
- Pupils and staff will both be dressed appropriately. For pupils this should be the same way as they would on a non-uniform day in school.
- Normal school rules apply: be sensible, kind and respectful.
- Lessons must NOT be recorded by pupils or parents. The teacher may record the lesson for school records or to provide a recorded version for pupils who are unable to attend live.
- Pupils should only access google meets through their school email addresses.
- Pupils should only join google meets at the start time so that a teacher is present, and the teacher will be the last person to leave the google meet.

For further information please visit: <https://www.gov.uk/guidance/safeguarding-andremote-education-during-coronavirus-covid-19>

Please also refer to the Friars Remote Education, online safety, Behaviour and Safeguarding policies on the school website.