

## KS2 Google Classroom Pupil Use Agreement

The purpose of using Google Classroom is to provide a safe and secure online platform to receive and share learning and a place to connect with school staff and classmates. Teachers will use Google Classroom to assign work to you digitally (i.e. without paper). Google Classroom is accessible from any digital device with internet access and a web browser. You, and your parents/carers, will be able to log in and view the assignments that have been set by your teacher and any feedback given by your teacher.

Your teacher will now explain the expectations on how to use Google Classroom. We are asking you to adhere to the points outlined below.

### **Responsibility**

- You will keep your Google Classroom login details confidential
- Complete your assignments online by either completing it on a digital device or by doing it in your Remote Learning 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 any personal information such as email, home address or phone number online
- 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 for the learning that is being done
- Ask permission from 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 your parent/carer if you are unsure

- If you receive a comment from a classmate that makes you feel upset or worried, report it to your parents and class teachers. They will deal with it. Do not respond to the comment.

### **Respect**

- 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**

- 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: 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 the sentence, space after a full stop and comma, etc

## **Pupil's Agreement**

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

Pupil's name: \_\_\_\_\_

Pupil's signature: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_