



## Cults Primary School Google Classroom Policy Statement.

### **What is Google Classroom?**

*Classroom helps teachers save time, keep classes organized, and improve communication with students.*

*Classroom is a new tool in Google Apps for Education that helps teachers create and organize assignments quickly, provide feedback efficiently, and easily communicate with their classes. Classroom helps students organize their work in Google Drive, complete and turn it in, and communicate directly with their teachers and peers.*

<https://chrome.google.com/webstore/detail/google-classroom/mfhehppjhmmnlfbopchdfldgimhfhfk?hl=en>

The main purpose of Google Classroom is to make the process of sharing files between teachers and students more straightforward. Within a Classroom files, clips, web links and documents can be shared and accessed easily and assignments set and handed in. Collaborative work is supported through the ability to share documents and work collaboratively on a piece of work, either at the same time or at different times in different locations.

### **How is it accessed?**

Google Classroom is accessed via the Google Chrome browser or Google Classroom app.

Each user has a unique username and password to access Google Classroom and the attached Google apps. This username and password **should be kept private and not shared with others.** **Only the user** should access Google Classroom using this information. Parents / Carers are not permitted to 'join' or access Classrooms. Users are encouraged to regularly show their parents/carers their Google Classrooms and share their learning with them.

### **Responsible use of Google Classroom.**

Use of Google Classroom and Google Workspace apps is intended to make learning more effective and equip the learners with skills that can be transferred to many different situations in the world of work and beyond. **It is expected that the school's Acceptable Use policy be adhered to** when using these apps. Although it can be accessed from outside school, it is a learning platform and should not be used like a social media account. Messages regarding tasks set can be sent by the pupils to their teacher(s) and replies to these by the teacher can be expected during working hours. **The comment and private message features are not a tool for parents to contact the class teacher(s).** Any such contact should be, as per school policy, made through the School Office.



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### How it will be used.

Learners may be part of more than one Google Classroom. In their main class Classroom their class teachers will post updates and pictures on a regular basis to share the learning occurring within the class.

Many teachers may post class assignments and activities to be completed and handed in within school time. These will be found under headings in the Classwork section of the Classroom and can be managed from the *To Do* section on the main page by the learner.

Homework will be communicated through Google Classroom and will be clearly marked as such and appear in the Classwork section of the learners' main Google Classroom. Instructions will indicate due dates and submission methods.

### Google Meet

It may sometimes be necessary to access a Google Meet through Google Classroom. This is a live video call and **should only be attended by the invited users.**

The following rules should be adhered to at all times when using Google Meet:

- The Meet host (usually the class teacher) will be first to enter the Meet and last to leave.
- To avoid picking up unnecessary noise, microphones should be muted unless you are being asked to speak. This includes when you enter the Meet.
- Only those invited to the Meet can attend – codes **MUST NOT** be shared with those not invited.
- Polite and respectful behaviour is expected at all times during the Meet.
- Instructions being given by the meeting host should be carefully listened and adhered to.
- The Chat feature can be used to participate during the Meet or click the 'Hand up' emoji which will display on your screen. Should it be necessary to leave the Meet for any reason, it should be communicated in this way too.
- Meet participants should not unmute and begin to speak unless given permission to/invited by the meeting host.
- The chat feature is **NOT TO BE USED** for any purpose other than to communicate with the meeting host. This is a learning platform, not a social media channel.
- Screenshots during the meeting (live or when watching the playback of the Meet that the host has recorded) are not permitted.
- Inappropriate behaviour will result in removal from the Meet and involvement in subsequent Meets will need to be discussed with a member of SLT and parents.