



## Google Classroom Pupil 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. Google Classroom is accessible from any digital device with internet access and a web browser.

Parents/carers and pupils are expected to read and adhere to the points outlined below.

### **Responsibility:**

- Using your G Suite account, check Google Classroom every day to view new assignments.
- 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 school staff.

### **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 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.
- 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.
- Be aware that any comments deleted by pupils are still visible to school staff. Avoid using text language like 'u' for 'you', etc.
- 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'.
- Use punctuation correctly: full stop at the end of a sentence.



Google Classroom



Please ensure you have completed the agreement form sent by text before your child joins their first Google Classroom lesson. The link is also [available here](#)

### ***Pupil's Agreement***

I have listened to 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 Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_