

## Google Classroom Acceptable Use Policy – 2020 / 2021

In the event of the need for remote learning Belton C Primary school will pupils with filtered, monitored Google Suite accounts for the purpose of facilitating teacher-pupil communication and participation in web-based classroom activities via Google Classroom. The goals of the school are to provide an alternative tool for effective and meaningful classroom instruction whilst children are undergoing remote learning and ensure that these tools are used in a safe manner. Therefore, the Google accounts being provided for children are intended for **educational purposes only** and will be actively monitored through our domain and by Belton staff. Failure to comply with the Acceptable Use Policy of Belton CE Primary school by children can result in restrictions being placed upon the accounts.

### 1. Account security and safety

It is the responsibility of children and parents to maintain the confidentiality of their Google account information. Children will not share usernames, passwords, or other account information. Children will report any possible unauthorised use of their accounts to the teacher. Under no circumstances, will children attempt to login to another child's Google account.

Cyber-bullying and harassment will also not be tolerated. Children are expected to report any suspicious or threatening communication immediately to their class teacher.

### 2. Student use guidelines

Children's Google accounts are to be used for the following purposes only:

- Teacher-pupil correspondence;
- Accessing/submission of classroom assignments or materials;
- Creation of documents for classroom work.

Children may not use Google Suite accounts for:

- Unauthorised personal communication;
- Bullying or harassment of other children;
- Forwarding of chain mail, spam, or commercial content;
- Sending inappropriate or immoral content or language.

### 3. Privacy

Children's Google accounts are the property of Belton CE Primary School. Children should not expect any content to be hidden or private from school, and it should not be used to store information that needs to be treated as such. Appropriate action will be taken if dangerous or malicious programs or content are detected.

These terms supplement our ICT 'Acceptable User Policy'. By signing your child up to Google Classrooms, you are confirming your acceptance of these additional terms.

For more information regarding G Suite for Education privacy notice please read:

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

## Pupil Acceptable Use Agreement

The Pupil Acceptable Use Agreement is copied here for the information of parents and carers,

- I will not share any of my usernames or passwords and I will not attempt to access other people's user accounts or emails as doing so may be breaking the law (1990 Computer Misuse Act).
- I will take personal responsibility for my own E-Safety to protect myself and others by not publishing details, pictures or videos online, or agreeing to meet someone (further advice is available at <http://www.thinkuknow.co.uk/>).
- I will only use my school provided email and will follow the school's Acceptable Use Policy
- I will report any computer misuse, messages or internet content that are inappropriate or offensive or which make me feel uncomfortable to a teacher or the ICT support team.
- I will immediately report any physical damage or faults to ICT equipment or software to a teacher or the ICT support team as I may be held responsible if I don't report it (school equipment).
- I will not use school ICT equipment for personal use (including printers) unless I have been given permission by a member of staff. I understand that all the school ICT rules set out in the Acceptable Use Policy will still apply.
- I will respect other people's work and property and will not access, copy, remove or otherwise alter anyone else's files, without their permission.
- At school, I will not take images or recordings of anyone on any device, or store or distribute those images without the permission of a member of staff. If I do, I understand that they may be confiscated and the contents checked.
- I will not use any personal devices such as mobile phones, flash drives, computers etc at school without permission from a member of staff. I understand that this includes taking images and recordings.
- I will not use any way of trying to bypass the internet filtering, school network or other security systems.
- I will not try to install/remove any programmes on a school computer nor alter its settings.
- At school, I will not try to create, upload, download, or access any materials which are illegal, inappropriate, or considered offensive. Also, I will not download pirate copies of music, video, games, or software or use copyrighted material unless given written permission by its author. It is an offence to pass off work written by someone else as your own and in doing so you may compromise your exams and be breaking the law.
- I realise the use of chat and social networking is strictly prohibited at school. I will not use google classroom as a social network & understand that it is for educational use only.
- I agree and understand that the school will monitor my use of school equipment, personal devices, user accounts, email and the internet in line with the school's Acceptable Use Policy. I also understand that if I break this agreement disciplinary proceedings will follow and the police may be involved.

**Any misuse of Google Classroom through inappropriate and unreasonable messages to teachers or to other children, threatening, aggressive or abusive behaviour will be reported to the police. In the event of misuse, the account will be disabled whilst under investigation.**

### **Additional protocol for home learning**

- During live meets, you must wear suitable clothing as should anyone else in the household when on a live meet. Pupils will be asked to leave the online lesson if it is felt that a pupil or family members clothing is inappropriate).
- All digital devices must be used in appropriate areas of the house, for example, not in bedrooms.
- Please sit against against a neutral background.
- All live lessons will be recorded unless the function is disabled by google. This is for safeguarding purposes, if any issues were to arise, the video could be reviewed. (The recorded lessons will be stored for one year and then deleted). If the function is disabled on Google classroom there will be the need for an adult in the room for any live meets **(we will be able to let you know this in the event of a bubble closure/lockdown- It is currently under review by Google)**
- The teacher must be the last participant in the Meet once it has ended.
- Google meets will be kept to a reasonable length of time the ideal time for a session are around 20 to 30 minutes.
- The Google meets will always fall within normal school hours.
- All language used must be appropriate, including any family members and adults in the background of any household. Inappropriate language used by pupils or heard by members of their family will be reported and the Google classroom accounts will be muted.
- Google classroom is for learning purposes only. It is to be used as a social media forum. This will be monitored and checked.
- Children and staff are not permitted to eat during online lessons. Having a drink whilst learning and participating is fine.
- To recreate a suitable learning environment, make sure you sit at a table for the lesson (where possible).
- Have access to a drink, pencil, ruler, rubber, and \*workbooks (\*school will have sent the books home, for your child to use).
- Teachers will respond to your work once you return it but be mindful that teachers will not be able to reply instantly.

### **For Parents**

- Remember to consider and balance your child's emotional wellbeing too by providing ample room and time for reflection, physical activity, conversation, and play. The teacher input will be online but most of the activities and learning should be completed away from the computer.
  - Monitor your child's access to digital devices. Try and follow the structure of the timetable which will be set by your child's school. The timetable will set a balanced approach to working on digital devices. Screen time will be taken into consideration when the weekly timetables are planned by the teachers.
  - Ensure your child is fully engaged and following expectations. This is the most challenging aspect but can also be the most rewarding for your child's future education.
    - When your child is learning online, please reduce distractions i.e. television, telephone calls, pets etc. in the background.
    - Let your child learn independently – do not sit next to them and coach them.
    - Only offer support if there is a technical issue but please be present somewhere in the same room.
    - If possible, provide your child with a set of headphones and have the microphone on.
    - If you have questions, you can send a message to your child's class teacher via the class email address. Staff will respond to your query or call you within 48hrs
    - Please engage in conversations with your child after the lesson and discuss the learning tasks and assignments. This will help your children to strengthen their understanding of the learning content.
    - Please contact school and inform them if you do not have a device at home for your child or you cannot access the internet. A computer is now a vital part of your child's education and they need to be able to have access to online learning.