

Protocols and guidance for pupils using Google Classroom



Pupils

- ❖ Pupils must wear appropriate clothing at all times when on Google Meet.
- ❖ Pupils find a suitable quiet environment in a shared part of the house.
- ❖ Pupils should always ensure their language and conduct is appropriate; just like it is in the classroom.
- ❖ Pupils should not unmute when the teacher has muted the whole class and must remain on mute until the teacher invites them to speak.
- ❖ Pupils should not use the chat facility during a google meet session unless to ask the teacher a question.
- ❖ Any comments used on google stream should be polite and respectful and should only be about the work. Any negative comments made towards a pupil or member of staff will be taken extremely seriously in line with the schools' Behaviour and Anti-Bullying Policy.
- ❖ Pupils are expected to attend all Google Meet sessions unless their parent has contacted the class teacher prior to the session.
- ❖ Pupils are NOT allowed to record the session or screen shot.
- ❖ Pupils must ALWAYS make sure that they leave the meet.

Parents/carers

- ❖ As parents/carers, you have ultimate responsibility to make sure your child attends and follows the correct protocols on Google Classroom.
- ❖ Please help your child to set up and access Google Meet using the link posted on Google Classroom.
- ❖ Please ensure that your child is appropriately dressed for the meetings – not pyjamas.
- ❖ Please discuss with your child the appropriate way to behave in the meeting as if they were in school with a member of staff.
- ❖ If a child is not following the school's agreed code of conduct, your child's teacher will contact you and the school may need to suspend access.
- ❖ An appropriate adult must be present or available during the Google Meet session.
- ❖ Please be mindful that other children might see or hear you and anything else happening in the background.

- ❖ Please ensure that other family members are appropriately dressed.
- ❖ DO NOT film the session on another device as this is a safeguarding and GDPR issue.
- ❖ If you wish to report an issue, email your child's class teacher or call the school office. Do not make comments on your child's google stream.

- ❖ Please note, that at all times, the class teacher has the right to remove a pupil from the session if their behaviour or that of anyone in the household is deemed inappropriate and is not rectified when addressed by the class teacher.
- ❖ Google Meet sessions will be recorded for safeguarding purposes.