Brunswick Park Primary School

Google Classroom

Google Classroom: Pupil and Family Use Agreement

The purpose of Google Classroom is to provide a safe and secure online space 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 children online. Google Classroom is accessible from any digital device with internet access and a web browser. Parents/carers can login and view the assignments that have been set, if their child has completed and submitted them, and any feedback that they may have received.

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

Responsibility:

- Using your G Suite account, check Google Classroom to view new assignments;
- Complete learning online on a digital device, using Google apps, or by doing it in your book/on paper and submitting a photo of it (or another file, such as video or sound clip, if required);
- Complete the learning set to the best of your ability;
- Remember to submit finished learning by clicking 'Turn in' on Google Classroom;
- Check and respond to any feedback school staff have given you.

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 related to the learning;
- Ask parent's/carer's guardian's permission before 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 not sure.

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 you to comment or provide feedback on any learning tasks they have been set;
- Make sure your comments are about your 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;
- Use correct grammar: avoid using text language like 'u' for 'you', etc.;
- Do not use strings of exclamation or question marks: one '!' or '?' will do;
- Try your best with your spelling;
- Use capital letters in the correct places: for proper nouns (names of people and places), the beginning of a sentence and for the pronoun 'I'. Please don't use ALL capitals. (This is shouting.)
- Use punctuation correctly: a full stop at the end of a sentence, a space after a full stop and comma, etc.

Pupil and Family Use Agreement
We have read and understood the Google Classroom Pupil and Family Use Agreement. By using Google Classroom, we agree to abide by it.