ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

Google Classroom Guidance

This guidance should be read alongside the EYFS and KS1, KS2 and Staff Acceptable Use Policies as well as the school's E-Safety Policy.

Google Classroom can only be accessed by members of our organisation and its safety features have been enabled by our administrators. However, it is still the responsibility of parents to monitor what children are accessing online at home.

General

- Google Classroom is an extension of the school community and the expectations for everyone's behaviour are the same as in school.
- No personal information will be given out on Google Classroom.
- Usernames and passwords will not be shared
- Inappropriate content or comments should be reported straight away as per the Acceptable Use Policy and the E-Safety Policy.
- Teachers will check their class' Google Classroom every working day.
- Any content posted by teachers will follow school's policies and will take into account permissions given by parents regarding the use of photos.

Stream

- Pupils should only upload examples of work to the stream.
- Pupils can make positive comments about each other's work on the stream.
- Pupils can ask their teacher a question on the stream, however, an email or private comment may be more appropriate.
- If pupils wish to upload anything else to the stream (e.g. a link to a video or website they have found useful) they must first seek their teacher's permission.

Classwork

- Pupils access and submit work here.
- Private comments can be sent to teachers, if the pupil has a question or comment about the work.
- Teachers will regularly upload work to the classwork page as agreed with the head teacher.
- Teachers will regularly check any work submitted and offer feedback.
- Teachers will respond to private comments in a timely manner.

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Gmail

- Pupils will only use the Gmail app for getting in touch with their teacher or other children within the organisation.
- Teachers will check their Gmail account regularly and respond to any questions or information sent to them by pupils.

There are other apps that the pupil can access through the Gsuite for Education. We advise that pupils seek parents' permission before using any of the other apps and that, as always, parents are vigilant about what their child is using online.

For more advice about online safety please visit our website E-Safety page.
https://www.st-michaelangels.calderdale.sch.uk/e-safety/

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