



## HILLARY PRIMARY SCHOOL

# Google Classroom/Google Meet Acceptable Use Policy- Children and Parents

Google Classroom/Google Meet allows you to interact online with your teacher and other children in your class, giving you the opportunity to carry on working in and outside school. We want the Google Classroom/Meet to be a safe, respectful and a happy learning environment. To make sure this happens, it is important that you understand and follow these rules:

- Your safety is extremely important to us. Protection of your password is vital – do not share this with anyone and do not allow anyone to login as you. If you think that someone else knows your password, you should inform a teacher immediately.
- Only you are allowed to post on the classroom. Do not allow anyone else to post, including members of your family.
- Everything you post will have your name next to it. This is to protect you and others. All posts should be sensible, respectful and related to the work set. Any inappropriate content will be removed, you will be blocked from posting on the platform and action will be taken.
- At all times, you must behave appropriately, exactly the same as you would as if you were in class – there is no difference. Posts should always be school-related, polite and respectful. Inappropriate posts, posts which humiliate or bully others or show any disrespect towards anyone else in the class will not be accepted.
- If you are aware of any behaviour which you feel is not appropriate, please report this immediately. This includes behaviour towards you or towards your classmates. This can be

reported to your teacher or more serious incidents can be reported on the CEOPS tab on the school website,

- You will be encouraged to add work and reply to posts on Google Classroom/Meet – always check with a responsible adult if you feel you need to.
- At times, you may be asked to take part in a ‘live’ lesson with your teacher. If so, it is important that:
  - You and your parents/carers have seen and are in agreement with this AUP, if you take part in the live lessons, school will take this as agreement to these terms
  - You understand that your video may be disabled – you will only be able to see the teacher’s shared screen and hear their voice
  - Your behaviour is appropriate and of the same standard expected in school.
  - There are no other members of your family on screen eg brothers or sisters (unless this has been agreed with the teacher).
  - Your surroundings and appearance are appropriate. You are in a quiet place and a parent/carer is nearby. A room downstairs is fine as long as a parent/carer can overhear the lesson.
  - At no point will you ever take a picture or video of your screen or record the live lesson. If anyone suspects this has happened, it should be reported immediately.
  - You will not post any content taken from the lessons onto any other social media platforms.

**\*\*\*If you take part in the live lessons on google classroom and google meet school will take this as agreement to these terms**

Name:

Signed:

Date:

## Parents/Carers

We would be very grateful if you could go through this AUP with your child/children and ensure that these expectations are followed. We are keen that you are aware exactly what your child is doing on the Google Classroom/Teams and the learning that is taking place. It is encouraged that you ask your child to show you what they are doing. However please ensure:

- You never log on as your child or post anything using your child's login details
- You never share your child's login details
- You support your child as best you can, and make sure that their behaviour within the Google Classroom/Team is the same respectful behaviour they would show in class.
- Work is conducted in a suitable environment. If your child is asked to take part in a 'live' lesson you should ensure that:
  - Your child's appearance is suitable
  - The room in which they work is suitable, ideally with no personal items in the background. **Bedrooms are not suitable.**
  - No other children or family members can be seen on screen (unless this has been agreed by the school eg if you need to support them)
  - You are nearby so that you are able to hear the conversation that takes place

- Screen shots or videos of the live lesson are never taken, both for safeguarding and privacy reasons.
- If you have any concerns, worries or questions, please do get in contact with the school using the normal methods. Please do not voice concerns or ask questions within the Google Classroom/Team.

Name:

Signed:

Date: