



HILLARY PRIMARY SCHOOL

Google Classroom/Google Meet Acceptable Use Policy - staff

Google Classroom/Google Meet allows you to interact online with the children in your class and groups, giving you the opportunity to work collaboratively, creatively and beyond the school day. We want the Google Classroom to be a safe, respectful, and happy learning environment. To make sure this happens, it is important that we understand and follow these expectations:

- The expectations set out in the schools Online Safety policy and general staff AUP for technology will be followed at all times.
- The children will be educated in safe, appropriate and respectful use of Google Classroom/Meet and will have all seen, signed and discussed the pupil AUP for Google Classroom/meet before its use.
- Access will only be given to appropriate users i.e. children in your class or groups for which you have responsibility eg Thrive groups, phonics groups, year groups etc.
- Language and tone will be kept professional at all times and always related to learning activities.
- Links to shared documents and resources will be carefully moderated before use and checked with another member of staff if unsure. If resources cannot be accessed in school i.e., they are blocked by school filtering, they should not be suggested for use at home.

- When linking to a YouTube video, use a site such as <https://safeyoutube.net/>. This will ensure the video is free from adverts, comments and can be edited to ensure no inappropriate content appears either at the beginning or end.
- Conversations which are sensible, appropriate, and related to school should be encouraged at all times. Any conversations which are not directly related to school or in response to a discussion question, which seek to humiliate, discriminate or bully or could be misinterpreted should be removed immediately and appropriate sanctions taken in line with school policy. There is an online safety tab on CPOMS,
- Google Classroom/Meet will never be used to communicate directly with parents/carers. If you suspect a parent/carer or another member of the child's family has posted using the child's credentials, please log in CPOMS and let a member of SLT know immediately.
- If conducting a 'live' lesson using Google Meet, you must ensure that:
 - This has been agreed with SLT and is part of the school's Remote Education policy
 - Parents/carers have been informed and agreed
 - Children are reminded of behaviour expectations at the very beginning of the session, including the language they use, appropriateness of their background (bedrooms are not acceptable), their attire and that a parent/carer is nearby.
 - The lesson is delivered in a professional manner in the same way it would be delivered in school.
 - When teaching half classes in school and individuals at home, ensure the camera can only see the teacher not the children in class. This is because if videos are disabled in the home we do not know who else is watching.
 - Your surroundings and dress are appropriate, another member of the school community is also involved in the session and there are no other members of your family on screen if delivering from home. Google Meet has a background Blurring option, which should be used.
 - No screen-shotting or video recording will take place other than through the platform settings. No screen shots of any 'live lessons' will ever be posted to social media unless this has been agreed with SLT and parents/carers in advance.
 - No 1:1 sessions ever take place.