

ROCKMOUNT PRIMARY SCHOOL

Google Classroom Acceptable Use

November 2023

When using the internet, children should continue to use the SMART rules followed in school. The following are guidelines for staff and pupils which should be followed when using Google Classroom, Google Meet and other G Suite Apps. It is important that children are supported to follow these guidelines at home and school as teachers reserve the right to temporarily remove or restrict any child's access to Google Classroom for improper use.

General Use	<ul style="list-style-type: none">● Google Classroom and any G suite apps are to be used for communication between staff and children, accessing and collaborating on work.● Google Classroom should not be used as a form of communication by parents/ carers.● Children should not share their usernames, passwords or other account information. They should report any possible unauthorised use of their account to a member of staff or the school office immediately.● Children will not use Google Suite to share personal information, such as full names, locations, family information, phone numbers, etc.● When using Google Classroom, children should conduct themselves as they would in the classroom.● When commenting in Google Classroom, children should use standard English.● Cyberbullying and harassment will not be tolerated. Children are encouraged and expected to report any suspicious or threatening communication immediately.● Children should not attempt to login to another child's Google account.● Google Classroom Stream will be set to, 'only teachers can post and comment'.● Staff will not use their Rockmount Google ID for Google Meet, Google Classroom or other G Suite apps on personal devices.
Homework Use	<ul style="list-style-type: none">● Homework will be available on Google Classroom.● Homework can be submitted onto Google Classroom.● Staff will give specific feedback related to the learning on any homework submitted.
Google Meet	<ul style="list-style-type: none">● Staff and children must wear suitable clothing, as should anyone else in the household who may be seen in the video meeting.● Any device used, must be in appropriate areas, e.g not in bedrooms or bathrooms; and where possible against a neutral background.● There should always be two members of staff present during video calling.● A parent or carer should be available to support their child, if needed.● Language must be professional and appropriate, including anyone in the background.

	<ul style="list-style-type: none">● The live video will be recorded as a matter of safeguarding, so that if any issues were to arise, the video can be reviewed.● Children should be muted on entry and until called upon by the adult/s to answer or ask a question. Should they wish to ask or answer something they should raise their hand.● Parent/Carer involvement should be limited. The interaction in these videos should be between the staff and the child/ren with an appropriate adult available to provide support during the call.● Google Meet's Chat should be used for learning purposes only and will be monitored by staff during Google Meets.
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