



Scorton CE Primary School

Calder Vale St. John's CE Primary School

Google Classroom Pupil Agreement



The reason for using Google Classroom is to provide you with a safe and secure place to receive and share your learning as well as being a place to connect with your teachers and your class. In Google Classroom, your teachers can assign you work which you will largely be able to complete digitally, without the need for paper. You will be able to access your Google Classroom on any device with internet access and a web browser. However, for us to use it safely and sensibly there are a number of things which you must understand and agree to do.

Your Responsibilities

You will need to:

- Use your G Suite account to check your Google Classroom whenever you are instructed to do so by your teachers.
- Complete your learning online by either completing it on a digital device, using Google apps, or by doing it in your book/on paper and submitting a photo of it (or other file, such as video or sound clip, if required).
- Complete the learning provided to the best of your ability.
- Remember to submit learning by clicking 'Turn in' on Google Classroom.
- Check and respond to any feedback you may have received from school staff.

Your Safety

You must make sure that you:

- Do not share personal information such as e-mail, home address or phone number with anyone, even your classmates.
- 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 for the learning that is being done and has been approved by a responsible adult.
- Ask permission of a parent/carer/teacher when 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 you parent/carer/teacher if you are unsure.
- Only ever use your email address for the Google Classroom learning services and never use it to sign up to any other websites or services.
- Only send messages to your teachers, not other pupils, unless your teacher has instructed you to.

Respecting Others

Respect others by:

- Being polite, friendly, and encouraging in any communication with teachers and other pupils.
- Thinking carefully about how online messages affect others.
- Only editing or changing anything on Google Classroom that is your own work. Never changing the work of other people.

Making and Responding to Comments:

Comments may be enabled to provide feedback on any learning tasks.

Always make sure:

- Your comments are about the 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.
- You avoid using text language like 'u' for 'you', etc.
- You don't use strings of exclamation or question marks: one '!' or '?' will do.
- Try to correct your spelling mistakes.
- Use capital letters in the correct places: proper nouns (names of people and places, the beginning of a sentence, and for the pronoun, 'I'). Please don't use ALL capitals.
- Use punctuation correctly: full stop at the end of a sentence, space after a full stop and comma, etc.

Remember, your account can be checked and monitored by school staff.

If you break our agreement, your account will be suspended and there will be proportionate consequences. Be responsible, be safe, be respectful.

I have listened to and understood the Google Classroom Pupil Use Agreement and I will follow the rules, which are there to keep me and the school safe.

Pupil Name: _____

Pupil Signature: _____