

# Google Classroom Code of Conduct for Pupils and Parents



Sutton in Craven Community Primary School

*Our school is a place 'where learners grow.' A kind community where the worth of everyone is nurtured and celebrated. We are rooted in a love of learning and building the confidence and courage to be ourselves. Together we flourish to be the best that we can be.*

**Approved by:**

School Business  
Group

**Date:** March 2022

**Last reviewed on:**

Term 2 – 2021/22

**Next review due by:**

Term 3 – 2024/25

The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning. In Google Classroom, school staff can assign work to the pupils digitally, without paper. Google Classroom is accessible from any digital device with internet access and a web browser. Staff monitor the Google Classroom.

Parents/carers and pupils are expected to read and adhere to the points outlined below.

### **Responsibility:**

- Using your G Suite account, check Google Classroom to view new assignments.
- Complete your learning online.
- Complete the learning provided to the best of your ability.
- Remember to submit learning by clicking 'Turn in' on Google Classroom before work is due in.
- Check and respond to any feedback you may have received from school staff.

### **Safety:**

- Do not share personal information such as e-mail, home address or phone number.
- 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 learning.
- Ask permission of a parent/carer 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.
- You should not submit photos you have taken of other people.
- If there is anything that makes you feel uncomfortable or unhappy, report it to your teacher or your parents.

### **Respect:**

- Your G Suite account (and Google Classroom) is to be used for learning and not for social purposes. This means you should be using your Google Classroom to talk about work and not as a chat room.
- Be polite, friendly, and encouraging in any communication with school staff and other pupils.
- Send polite and responsible messages and think carefully about how online messages affect others.
- You will be able to comment and post in the Google Classroom to support your learning. Should you be unkind or using the Google Classroom for social purposes, you will receive a warning. Should this happen again, you will be muted so you are unable to comment or post. Any messages not about learning will be deleted.

### **Comments:**

- 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.

### Live Lessons:

- Be aware that live lessons may be recorded by the teachers.
- You are not allowed to screenshot or record the live lesson.
- Find a quiet space in your home where you are not going to be disturbed. Try not to go in your bedroom. If you have to, please try to make sure that you have got a different background when you are in the live lesson and keep your bedroom door open.
- Make sure that you are dressed appropriately for a live lesson with your teacher and classmates
- Try and join the live lesson just before the time allowed so that you are ready.
- Put your correct name when joining a live lesson.
- Make sure that you have muted your microphone when you are allowed into the live lesson and that your video camera is on
- In the live lesson, interact patiently and respectfully with your teacher and classmates
- If you are not talking, you might be asked to mute your microphone
- If you are disruptive during the live lesson, or not following the rules, then you might be asked to leave the live lesson.
- Make sure that you leave the live lesson when asked.