



# Home School Agreement for the Safe Use of Google Classroom



## Before the Session

- Wear appropriate clothing (not pyjamas!)
- Other householder who may appear on camera during live lesson needs to be dress appropriately and aware of taking any privet conversation
- Ensure a responsible adult is around.
- Be in a shared room within your home ((preferably not in a bedroom)
- Use of blurred background feature if a neutral background cannot be found.
- Make sure background space is child-friendly, ensuring nothing inappropriate is on display
- Make others in the house aware that you are going to be involved in an online session.
- You need to be prepared. E.g. bring equipment that would be needed for that subject (for example have your Maths book ready if you have a Maths lesson) to the live lesson

## During the Session

- Your teachers will have the same conduct and behaviour expectations in a Google Classroom session as they would in a classroom at school.
- Use the 'hand up' feature if you wish to ask a question.
- **At all times**, unless directed otherwise by the teacher, your microphone function must remain switched off.
- During a live lesson, you will be able to hear and/or see your teachers. However, you should **not be able to use your cameras** so you will not be able to see each other.
- You will be able to communicate with the teacher through the typed chat function, use this to sensibly ask or respond to questions.
- As part of a live lesson, you might be asked to turn on your camera or microphone, but there is no obligation for you to do so.
- Live lessons or pre-recorded lessons remain the intellectual property of the school and/or class teacher and must not be recorded, shared online via social media or otherwise in any format.
- Live lessons will be conducted on a school device and may be recorded by the teacher for safeguarding reasons; any inappropriate behaviour is therefore also recorded. Any pupil or student who behaves inappropriately by not following any of these protocols will be removed from the lesson and may be excluded from future live lessons and parents/carers will be contacted.



- All live lessons will be recorded by the school and if appropriate, made available later on Google Classroom. They will be archived securely within Google Classroom and not publicly accessible.
- Recorded live lessons published on Google Classroom will allow you to go back to the lesson to refresh your memory when completing any further learning or tasks related to this topic.
- Recorded lessons stored on Google Classroom must not be copied or shared with any other person, internal or external to the school.
- Every half term all the uploaded lessons published on Google Classroom will be removed. Removed lesson will be stored for the safeguarding reasons.
- You must not share you Google Classroom logins.
- We hope that parents will be able to check in with their children during the live lessons