



HTL Google Classroom Agreement

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The main aim of Google Classroom is to keep everyone within the school updated with learning and to feel supported, while being safe and within the law. Because the policies aren't mandatory, schools are free to decide what they include. Often, the policies are divided into three separate sections directed at staff, parents and pupils.

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By signing-up to, login in and using Google Classroom, you agree to the following:

For **staff** (school), are required to:

- Use extreme caution when corresponding with pupils via Google Classroom
- Not discussing anything to do with school, pupils or other staff members, or posting photos of school events – without prior consent
- Only posting things that they would be happy to be attributed to them as a teaching professional
- Using the tightest privacy settings possible
- Provide a safe and secure platform for sharing learning and achievements
- Promote respect for all
- Act professionally at all times
- To demonstrate a commitment to the Safeguarding of all pupils
- Appropriate tasks to be set regularly with clear feedback

Parents/Carers are required to:

- Not posting photos, videos or comments that include other children at the school
- Raising queries, concerns and complaints directly with the school rather than posting them on Google Classroom – whether on their own pages, in closed groups (e.g. groups set up for school parents to communicate with each other) or on the school's pages
- Not posting anything malicious about the school or any member of the school community
- Recognise that the accounts belong to the pupils but that parents/carers have the responsibility of checking children are staying safe online
- Support the school in the development of Google Classroom

Children are typically required to:

- Not join any social networking sites if they are below the permitted age (13 for most sites including Facebook, Instagram, SnapChat, etc...)
- Tell their parents if they are using the sites, and when they are online
- Be aware how to report abuse and inappropriate content
- Not make inappropriate comments (including in private messages) about the school, teachers or other children
- Work to the best of their ability, taking responsibility for their actions online
- Complete all tasks set and respect the whole school community
- Follow the modern British Values

By signing up and using Google Classroom, you agree to the above points.

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