



## **Ardleigh St. Mary's Church of England Voluntary Controlled Primary School**

*Our School is a Christian place where children come to learn more about themselves and the world and where they will develop a lifelong love of learning.*

### **Remote Learning Pupil Use Agreement**

The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning, and a place to connect with school staff and classmates. In Google Classroom, school staff can assign work to the students digitally, without paper. Google Classroom is accessible from any digital device with internet access and a web browser. Parents/carers can login and view the assignments that have been set, whether their child has completed and submitted it, and any feedback that they may have received.

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

#### **Rules**

- I understand that a Google Meet lesson will be subject to the same school rules which apply in face to face lessons
- I will not contact my teachers outside the hours of 8am to 6pm
- I will not request one to one sessions with my teachers via Google Meet or any other platform
- I understand that my usage of Google Meet and Google Classroom and other applications provided by the School can be monitored, logged and made available to my teachers
- I understand that these rules are designed to keep me safe and that if they are not followed the normal school behaviour policy will be invoked.

## **Responsibility**

- Using your G Suite account, check Google Classroom every day to view new assignments
- 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 'Hand in' on Google Classroom
- 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 'live' lessons, 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 linked specifically to the lesson's objectives
- 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. Check with your parent/carer if you are unsure.

## **Respect**

- Your G Suite account (and Google Classroom) is to be used for learning and not for social purposes
- 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 in the real world.

**Comments** - Comments by pupils may be enabled for pupils to comment or provide feedback on any learning tasks they have been set.

- 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
- Avoid using text language like 'u' for 'you', etc.
- Do not 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.

### **Remote Learning Etiquette**

- Ensure you are in a quiet, safe and appropriate environment with minimal distractions. A bedroom is not likely to be a suitable location; a dining or kitchen table, if suitably quiet, may be appropriate
- An adult must be nearby to assist with any technical difficulties or issues
- Promptly log in to any Google Meet lesson at the time the lesson is scheduled to start
- Dress appropriately. You may not wear pyjamas
- Ensure you are attentive and follow all instructions, treating others with kindness and patience, particularly where technical issues cause disruption
- End your session when your teacher indicates it is complete
- You **may not** record lessons or any other online interactions. Your teachers will provide all the online materials you need.