Google Classroom Code of Conduct

Google Classroom is a remote learning platform that helps you to do your learning at home. Here are some basic ground rules to ensure that we can get the most out of this new way of working.

Think First

Do you really need to send a message? Do you really need to ask a question? Can you find out another way? Re-read the instructions carefully. If there are instructions, for instance, on the Classroom and on the attached worksheet, make sure that you have read both.

Be Clear and Brief

You can send a message to a teacher using the Private comments box on an Assignment page (in the Classwork tab). Describe as clearly as you can in your message what you are having problems with or what help you need. Your teachers may be dealing with a lot of questions, so be patient.

Be Responsible and Polite

This system is here to support your learning. Abuse of the system, including inappropriate or time-wasting messages addressed to staff or other children is not acceptable. Any pupil who does not follow the simple rules laid out here may find their access to Classrooms restricted and parents/carers will be informed.

Uploading Your Work

While online work is different to how we learn in school in many ways, it is important that work set is completed and uploaded to Google Classroom for your teacher to see to provide you feedback. If you struggle with uploading work or completing assignments, there are instructional videos on uploading work on your class' Google Classroom page.

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This code of conduct outlines what we expect of pupils during online sessions.

Much of this matches our expectations of pupils in lessons when they are in school and it will help pupils get the most out of their online learning. I understand that by joining the sessions I agree to follow the code of conduct outlined:

● I will make sure that my communication online is always supportive of my learning and the learning of others. I will communicate in a polite way at all times.

● I will only use Google classroom for online learning and will only upload or forward, browse or download materials that are related to my learning and will only do this when asked by my teachers.

● During live Google Meet sessions, my parent/carer will be near me (in the room or a nearby room with the door open).

● I will not use my school account to create groups, initiate calls or initiate meetings and will end sessions when the teacher tells me to do so.

● I understand that in live lessons/meetings I must remain muted unless my teacher unmutes me or directs me to unmute.

● When taking part in an online session I will make sure that my environment is quiet and free from distractions, the background (and foreground) is appropriate (check what is visible behind/ in front of you).

● I will ensure that I am suitably dressed (fully dressed and not in pyjamas!).

● I will listen carefully during the session and answer any questions I am asked sensibly.

● I will regularly check my google classroom to help ensure that I keep on track with my learning.

● I will not take photos of my screen or record online interactions

● At the end of live lessons/google meetings my teacher will ask me to 'hang up' before closing the meeting. I will do this promptly as directed by my teacher.

● I understand that should I fail to follow this Code of Conduct, I will be muted and there will be a follow up consequence for my actions. Remember with social media, when you type something it's always there and you can't take it back. So be careful of what you say and write.

Name:_____

Signed:_____