



Google Classroom Students Acceptable Use Policy (Page 1 of 2)

Note: All Internet and email activity is subject to monitoring by the LEA

The purpose of Google Classroom is to provide a safe and secure place to receive and share learning, and a place to connect with school staff and peers. In Google Classroom, teachers can assign work to the students digitally. Google Classroom is accessible from any digital device with internet access and a web browser. Parents/carers can login and view assignments that have been set, whether their child has completed and submitted them, and any feedback that they may have received.

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

I agree that:

I will complete my learning online by either completing it on a digital device using Google APPs or in my book/ on paper and uploading a photo of it.

I will complete the work to the best of my ability.

I will remember to submit my learning by clicking 'Turn in' on Google Classroom.

I will check and respond to any feedback you may have received from school staff.

I will not share personal information such as email, home address or phone number.

I will only login using my own username and password.

I will ask permission of a parent/ carer when accessing content on different websites or APPs.

I will not access other content on the internet when I am using Google Classroom unless it is for the learning that is being done.

I will only submit images, sound clips and videos that are appropriate for the learning task. I will check with an adult.

I will use my G Suite account and Google Classroom for learning and not social purposes.

I will be polite, friendly and encouraging in any communication with school staff and other students.

I will send polite and responsible messages and think carefully about how online messages affect others.

I will make sure that any comments I make are about my learning and that they make sense.

I am aware that any comments deleted by students are still visible to school staff.

I will not use 'text speak' like 'u' for 'you'.

I will try to correct my spelling.

I will try to use capital letters in the correct places – please do not write in all capitals.

I will try to use punctuation in the correct places.

In line with GDPR the consent given above will be reviewed annually.

Please note you have the right to withdraw consent at any time after the original consent was given. Should you wish to opt out after the original consent was given please email parents@longmarston.herts.sch.uk specifying what consent is being withdrawn.



LONG MARSTON VA C OF E PRIMARY SCHOOL



Acceptable Use Policy – Students – KS2 Our Charter of Good Online Behaviour (Page 2 of 2)

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- I promise** – to only use school ICT facilities for schoolwork that a teacher has asked me to do.
- I promise** – not to look for or show other people things that may be upsetting or unpleasant. If I accidentally find something like this I will tell me teacher immediately.
- I promise** – to show respect for the work that other people have done. I will only open or delete my own files.
- I promise** – to follow the Google Classroom acceptable use policy.
- I will not** – use other people’s work or pictures without permission to do so.
- I will not** – share my password with anybody. If I forget my password I will let my teacher know.
- I will not** – use other people’s usernames or passwords.
- I will not** – share personal information online with anyone.
- I will not** – download anything from the Internet unless my teacher has asked me to.
- I will not** – damage the ICT equipment, if I accidentally damage something I will tell my teacher.
- I will not** - sign up to online services until I am old enough
- I will** – only use my class or school email address when emailing from school.
- I will** – only open email attachments from people I know or that my teacher has approved.
- I will** – let my teacher know if anybody asks me for personal information.
- I will** – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.
- I will** – be responsible for my behavior and respectful to everybody online; I will treat everybody the way that I want to be treated.
- I understand** - that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher or my parents if I am ever concerned or use an online reporting tool such as the CEOP button.
- I will not** – arrange to meet anyone I only know online. If I think I need to meet with somebody I met online, I will ask a teacher or my parents to arrange the meeting for me and make sure that a responsible adult accompanies me.
- I understand** – if I do not follow the rules in this charter there will be consequences due to my actions and my parents may be contacted if a member of school staff if concerned about my e-safety.

Signed (Parent) : _____ **Date:** _____

Signed (Student) : _____ **Date:** _____

Pupil’s Name: _____

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