

### Google Classroom sessions:

**Important disclaimer:** By accessing Google Classroom teaching materials and live stream lessons, you are agreeing to share your personal information and data within a controlled school group. You are also agreeing to the terms of use below.

Please be aware that the following apply to live sessions:

- A parent or other responsible adult should ensure that their child is accessing learning at the correct time.
- Sessions are **NOT** to be recorded by parents or pupils.
- During sessions, screen shots using the device or other devices are strictly **NOT** allowed. All teaching materials will be available on Google Classroom.
- Learn how to mute and unmute, including video screens.
- Be conscious of background environments and others in the room. Is the TV on and if so is it appropriate and can it be turned off for the lesson?
- Staff will have a school badge on during the lesson.
- No 1:1 lessons will take place unless other adults are present at home or in school (for example two members of staff working in the same room).
- Staff and pupils will wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example the living room and must not be in bedrooms.
- Where possible, computers should be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.
- Please note if you are late for the session, you can still join.
- Any inappropriate behaviour from pupils or parents, including monopolising teacher time or continual interruption will result in Google Classroom access being removed and alternative work being provided.
- Live lessons may be recorded and posted in classwork.

Please opt out of the video option if you do not want your child to be videoed.

Helpful tips for pupils' success using Google Classroom:

- Be yourself and respect others – think about what you are going to say.
- Ask questions, use the chat function or put your hand up if you want to ask a question live.
- Think before you write.
- Any behaviour deemed inappropriate will result in a warning then the next time the pupil will be removed from the chatroom.
- Please use the chat functions to ask questions not as a social messaging platform.
- Focus on what is being taught or said.
- Make sure you recognise the adult teaching the lesson.