



Google Classroom

Michael Faraday Primary School



Google Classroom Protocols

As part of our COVID-19 strategy, we have introduced Google Classroom to enable virtual teaching and remote learning. In order to ensure the full safety of staff and pupils during these activities, please read the following information and email your child's teacher to consent to proceed with virtual learning via Google Classroom and adhere to the safety protocols as outlined below.

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. If a parent/carer, pupil or member of staff becomes aware of, or has a safeguarding concern during a virtual lesson they must report it to the schools safeguarding lead: Sarah Haley shaley@michaelfaraday.southwark.sch.uk In the event of technical difficulties parent/carers can also contact their child's class teacher and they will provide assistance.

To ensure a safe, secure learning experience for all, parents/carers and pupils are expected to read and adhere to the points outlined below:

Google Classroom Stream / Classwork

- Check Google Classroom every day to view and complete new assignments.
- Do not share personal information such as e-mail, home address or phone number.
- Only login using your own username/login and password.
- Only use your G Suite account for learning purposes.
- Be polite, friendly, and encouraging in any communication with school staff and other pupils.

Google Meet / Virtual Lessons

- Only the pupil should be visible or audible during the lesson, other members of the household should not interact with the class.
- Pupils should wear headphones for GDPR reasons whilst taking part in a 'live lesson'.
- Parent/carers should be aware that virtual learning is taking place and ensure they have given consent for this to happen
- The device used for the lesson should be, where practical, in an area of the house where it is conducive to work, but not isolated (try to use a quiet room downstairs if possible)
- The background should be as neutral as feasibly possible and personal information should be protected (photos of family members should be removed for example)
- Pupils and staff will both be dressed appropriately. For the pupils this should be the same way as they would on a non-uniform day in school
- Normal school rules apply, be sensible, kind and respectful.

For further information please visit <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>.

Please also refer to the Michael Faraday Pupil E-Safety Agreements when accessing Google Classroom and other content on the internet (this can be found at <https://michaelfaradayschool.co.uk/michael-faraday-school-esafety-policy/>)