



Protocols for Google Classroom



These protocols are to protect your child and the class teacher when they are teaching and learning together online

- All digital devices must be used in appropriate areas of the home. This should be in a quiet area away from any background noise or distraction. The background should be as natural as possible. There is an option to blur or change background if this is not possible.
- You should try to recreate a suitable learning environment for your child, making sure that they can sit at a table for the lesson (where possible) and have access to the materials and resources needed for the live lesson.
- A timetable of lessons for each class will be published on Google Classroom. Children should familiarize themselves with the timetable and be aware when live lessons are due to take place and the follow up work to be completed after the lesson. They should still be accessing and completing work when no live lessons are scheduled.
- Children should only use the Google Classroom sign on issued by the school.
- A meeting link will be provided before each lesson. Children cannot join a live lesson before the teacher joins. They will be greeted with an error page, asking to refresh in a few minutes.
- Children should arrive promptly to the lesson and stay focused for the full duration, remaining until they have been dismissed by the teacher. They should then sign out of the lesson. The teacher will then close the room.
- Registers will be taken at the beginning of each lesson and children will be marked late if not arriving on time.
- Children should have microphones muted during the lesson, with the teacher also having the ability to mute children if needed. Microphones should only be turned on if asked a question by the teacher. Please use the raise hand function to alert the teacher if you have a question.
- Children should be visible during lessons with cameras turned on and with the camera at eye level.
- Teachers will consider when it may be appropriate to use the chat function to communicate with pupils.
- Teachers will have control over sharing screen facility.
- All language used must be appropriate, including any family members and adults in the background of any household.
- Children should be respectful towards the teacher and other students at all times. Behaviour will be monitored and unacceptable behavior will not be tolerated.
- Your child must wear suitable clothing (no pyjamas or offensive slogan T-shirts) as should anyone else in the household when the live lesson is taking place.
- Children should be supervised during the lesson with an adult being in the same room. Please allow your child to learn as independently as possible and only offer support if there is a technical issue.
- Only the class pupils should participate in the lesson and it is unacceptable for a parent, sibling or other person to interrupt or seek to participate in the lesson.
- Please be aware that the lesson could be for a class of 30 children and not just for your child. Any distractions will disturb not only your child but 29 others.
- Children are not permitted to eat during online lessons. The learning platform is a representation of a real classroom, teachers do not permit eating during lessons when they are physically in school so please do not allow your child to eat during live lessons. Having a drink whilst learning and participating is fine.
- Children or family members should not record any lessons on any of their devices.
- Google Classroom platforms are for learning purposes only. They are not to be used as a social media forum by children or family members. This will be monitored and checked.

'Shine like a lantern, in the presence of the Lord.'