

Parent and Pupil Guidance for Safe Remote Learning with Google Classroom

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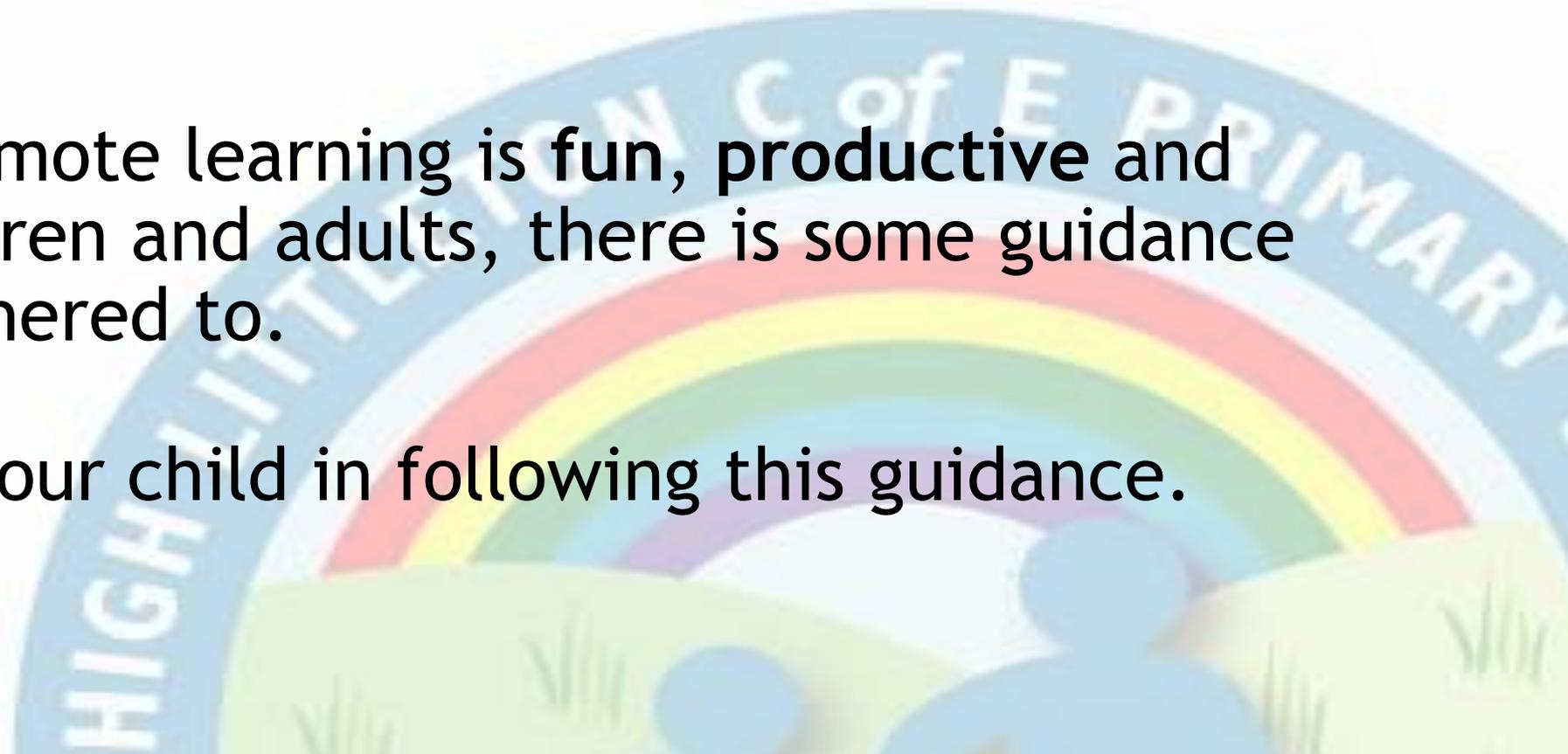


Google Classroom

In the event of whole or partial school closure, year groups will learn remotely from home, using **Google Classroom**.

To ensure our remote learning is **fun, productive and safe** for all children and adults, there is some guidance that must be adhered to.

Please support your child in following this guidance.



Guidance and agreement for the pupils

Please read through and explain this guidance with your child/children.

- ▶ I will only use Google Classroom as directed by my teachers.
- ▶ I will only use technology at home with the permission of my parent/carer.
- ▶ I will not reveal my password to anyone unless it is my parent/carer or a trusted adult, who is helping me with my remote learning.
- ▶ I will be responsible for my behaviour and actions when using technology, including resources accessed and the language I use.
- ▶ I will ensure that all of my communication with other pupils and teachers using technology is responsible.
- ▶ I will not deliberately browse, download, upload or forward anything that could be considered offensive and inappropriate. If I accidentally come across such material, I will report it immediately to my teacher or parent/carer.
- ▶ I will not record or take photos or screenshots of my classmates or teachers during online video conferencing sessions, nor share lessons publicly.
- ▶ I understand that these rules are designed to help me keep safe online and that if they are not followed, school sanctions will apply and parents/carers will be contacted.

Your wellbeing and safety remains a key priority, even when you are not at school. If you have any worries at all, please share them with an adult you trust.

Our eSafety Top Tips!

- 1** People you don't know are strangers. They're not always who they say they are.


- 2** Be nice to people like you would on the playground.


- 3** Keep your personal information private.


- 4** If you ever get that 'uh oh' feeling, tell a grown-up you trust.



Guidance for Parents/Carers

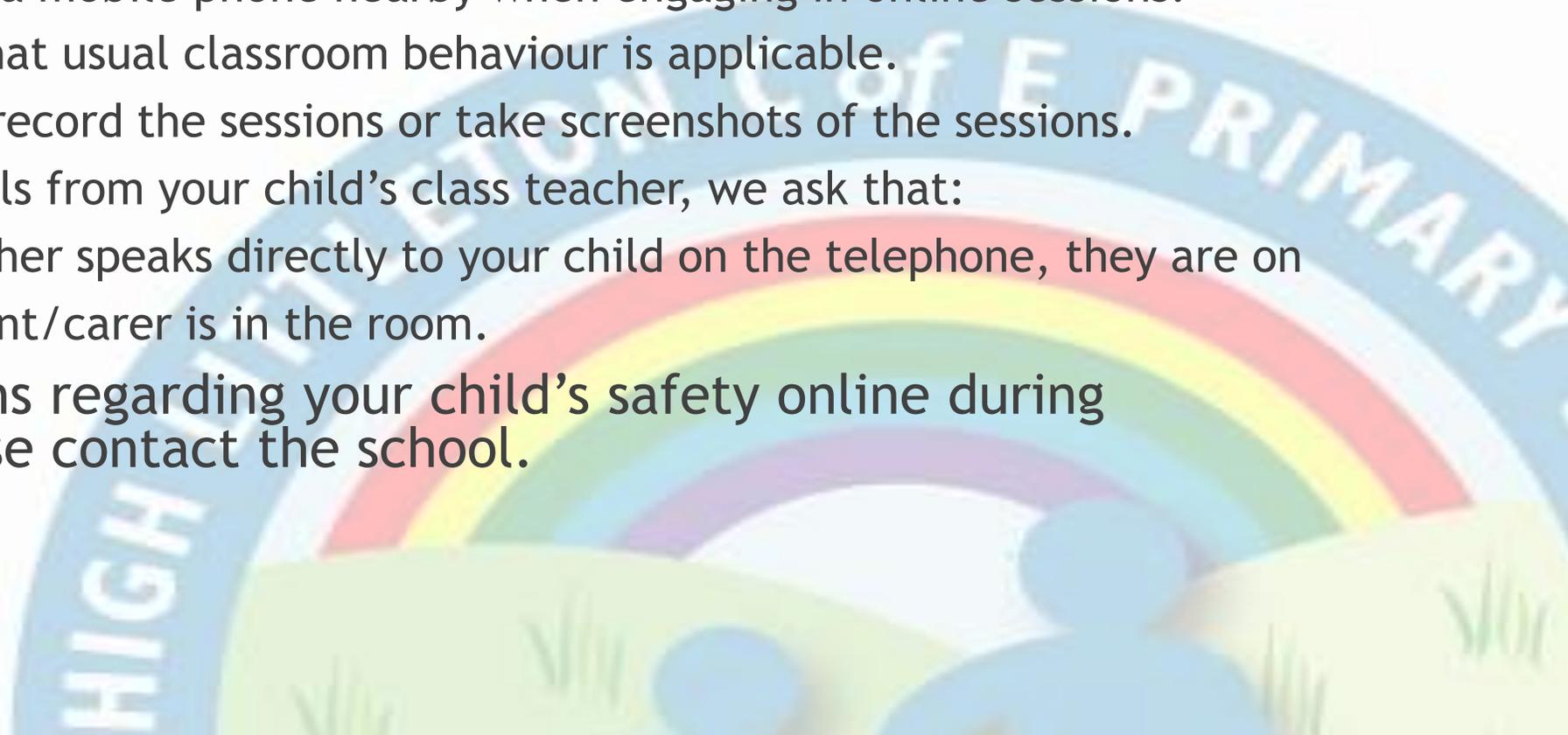
When using Google Classroom, we ask that parents and carers ensure the following:

- ▶ Your child's device is in an appropriate room where they can be supervised. During live sessions, the backdrop is as 'non-descript' as possible.
- ▶ Your child is dressed appropriately to be seen on video.
- ▶ Your child does not have a mobile phone nearby when engaging in online sessions.
- ▶ Your child understands that usual classroom behaviour is applicable.
- ▶ You or your child do not record the sessions or take screenshots of the sessions.

When receiving phone calls from your child's class teacher, we ask that:

- ▶ If agreed, when the teacher speaks directly to your child on the telephone, they are on speakerphone and a parent/carer is in the room.

If you have any concerns regarding your child's safety online during Remote Learning, please contact the school.



A guide for Parents/Carers for setting up their children on Google Classroom

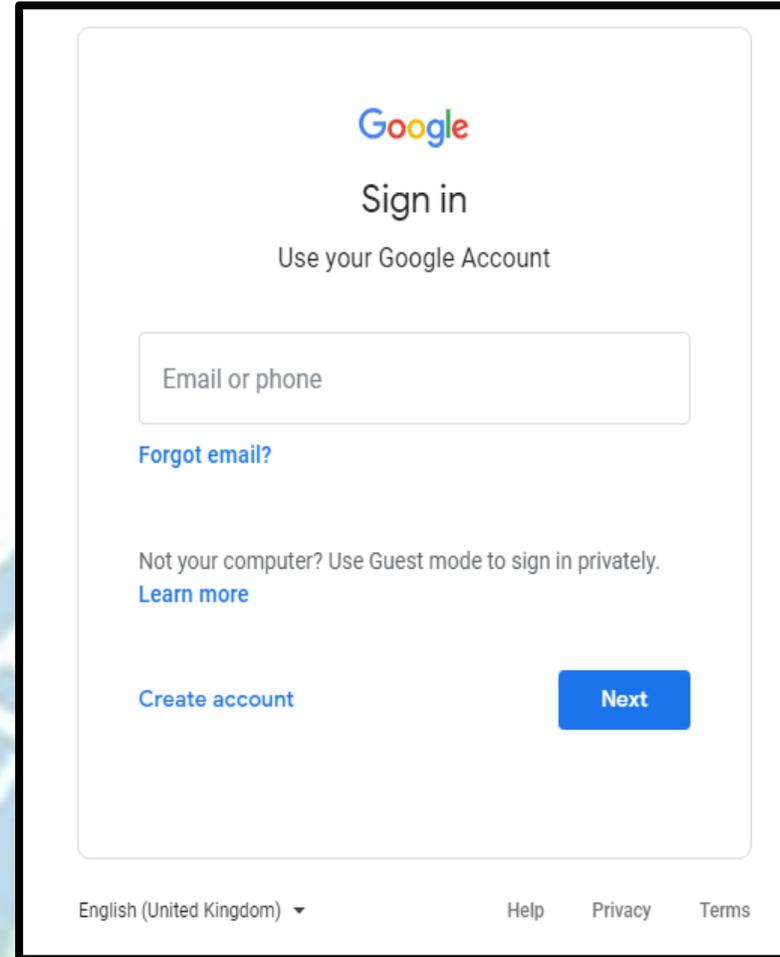
Please follow this guidance step by step to ensure that your child is set up correctly to begin their online learning.

Step 1

In Google, search for Google Classroom Login, or follow this link.

<https://classroom.google.com>

Your page should look like this:



The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Underneath the field is a blue link "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." with a blue link "Learn more" below it. At the bottom left of the sign-in area is a blue link "Create account", and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United Kingdom)" with a dropdown arrow, and three links: "Help", "Privacy", and "Terms".

If you are using a Chromebook, you will need to download the Google Classroom app from the Web Store.

If you are using an iPad or other tablet or smartphone, please download the free Google Classroom app from the App Store.



Logging in

These are your log in details.

Your child's username will begin with the year in which your child's year group started school:

Reception = 20 Year 1 = 19 Year 2 = 18 Year 3 = 17 Year 4 = 16 Year 5 = 15 Year 6 = 14

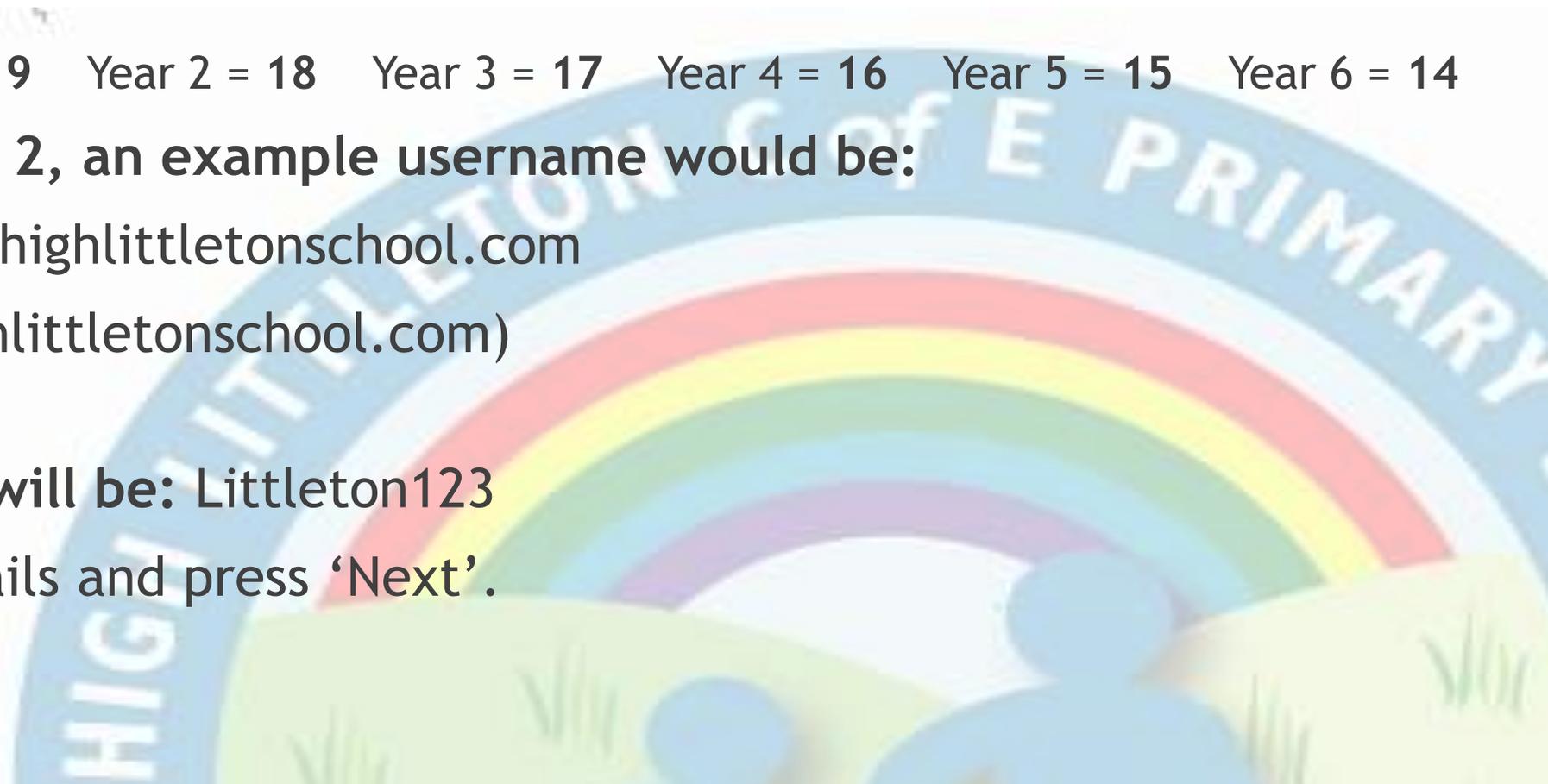
If your child is in Year 2, an example username would be:

18lastname.firstname@highlittletonschool.com

(e.g: 18bloggs.joe@highlittletonschool.com)

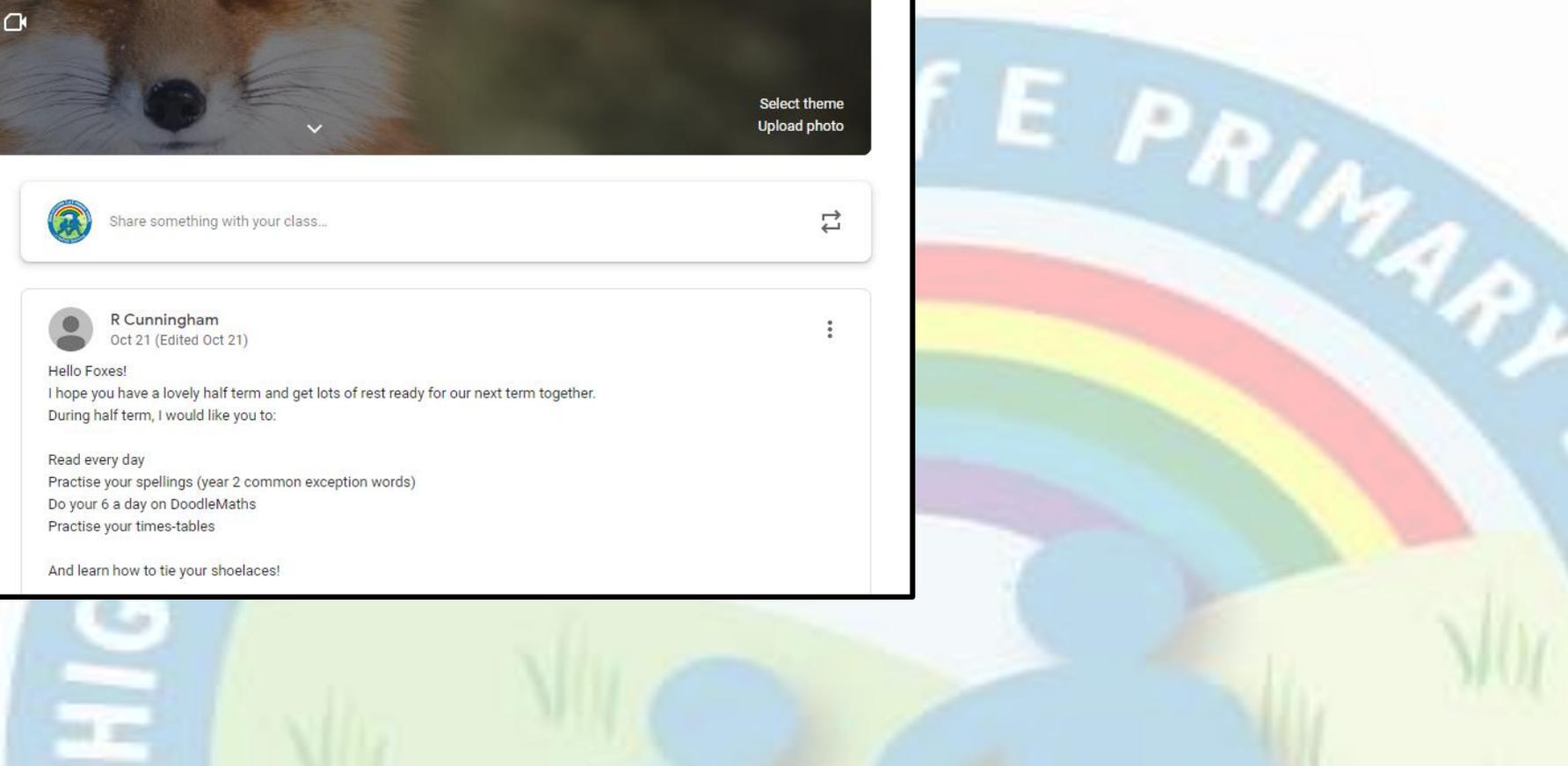
Your child's Password will be: Littleton123

Please enter these details and press 'Next'.

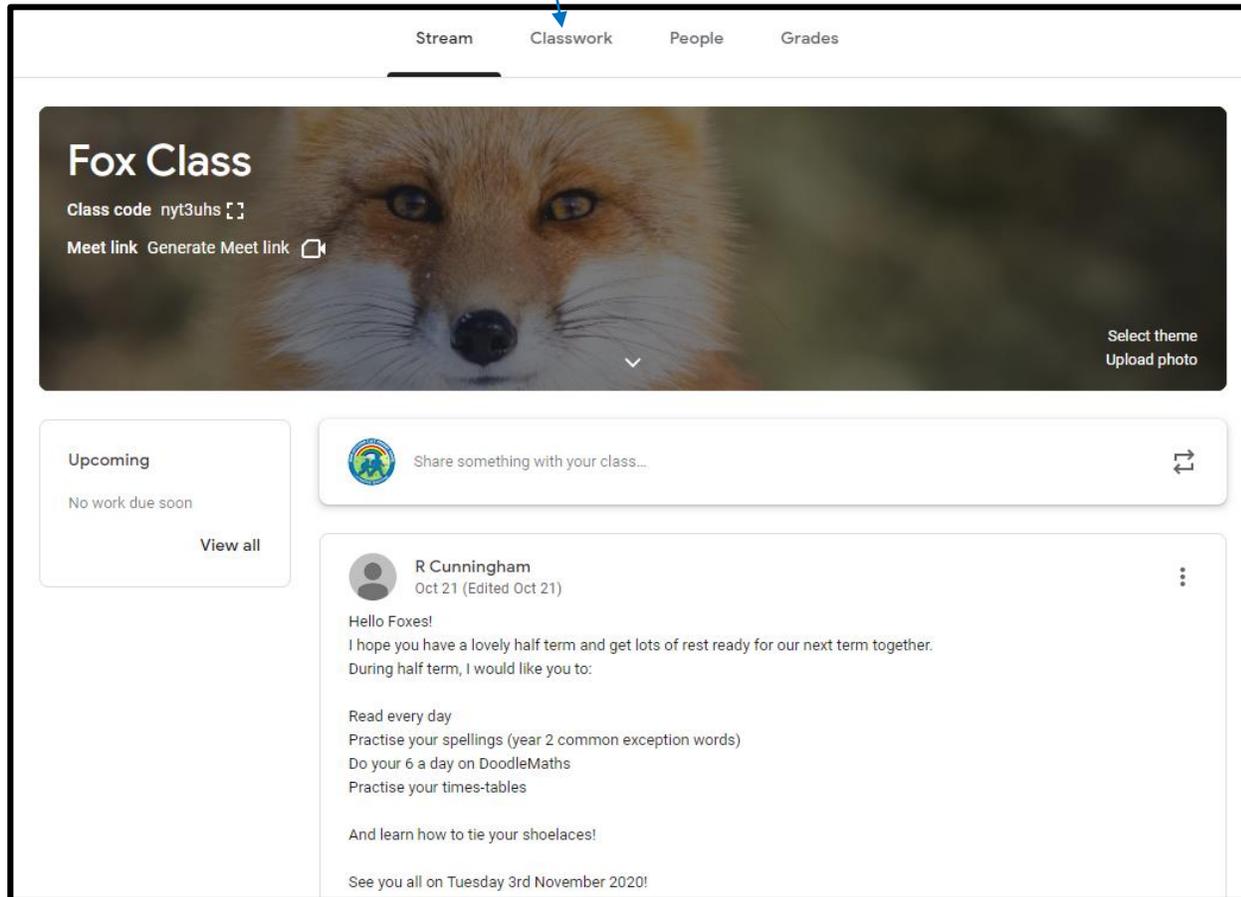


This is your class stream. For demonstration purposes, this is Fox Class's Google Classroom.

The screenshot shows the Google Classroom interface for 'Fox Class'. At the top, there are navigation tabs for 'Stream', 'Classwork', 'People', and 'Grades'. The main header features a large image of a fox's face. Below the image, the text 'Fox Class' is displayed, followed by the class code 'nyt3uhs' and a 'Meet link' section with a 'Generate Meet link' button. On the right side of the header, there are options to 'Select theme' and 'Upload photo'. Below the header, there is a section for 'Upcoming' with the text 'No work due soon' and a 'View all' button. To the right of this is a 'Share something with your class...' input field with a share icon. Below the share field is a post by 'R Cunningham' dated 'Oct 21 (Edited Oct 21)'. The post content reads: 'Hello Foxes! I hope you have a lovely half term and get lots of rest ready for our next term together. During half term, I would like you to: Read every day Practise your spellings (year 2 common exception words) Do your 6 a day on DoodleMaths Practise your times-tables And learn how to tie your shoelaces!'.



To see classwork that your teacher has set, please click 'Classwork' at the top of the page.



The screenshot shows a class page for 'Fox Class'. At the top, there are four tabs: 'Stream', 'Classwork', 'People', and 'Grades'. A blue arrow points to the 'Classwork' tab. Below the tabs is a header section with a fox's face as a background. The header includes the class name 'Fox Class', the class code 'nyt3uhs', and a 'Meet link' button. Below the header, there is an 'Upcoming' section with the text 'No work due soon' and a 'View all' button. To the right of the 'Upcoming' section is a 'Share something with your class...' input field. Below the input field is a post by 'R Cunningham' dated 'Oct 21 (Edited Oct 21)'. The post content is: 'Hello Foxes! I hope you have a lovely half term and get lots of rest ready for our next term together. During half term, I would like you to: Read every day, Practise your spellings (year 2 common exception words), Do your 6 a day on DoodleMaths, Practise your times-tables. And learn how to tie your shoelaces! See you all on Tuesday 3rd November 2020!'. The background of the page features a colorful rainbow and the text 'of E PRIMARY'.

- ▶ Lessons will be posted by 8.40am every day.
- ▶ Your teacher will be available for any questions between 9:00am and 12:00pm, and 1:00pm to 3.30pm.
- ▶ Teachers will detail which pieces of learning will receive feedback.



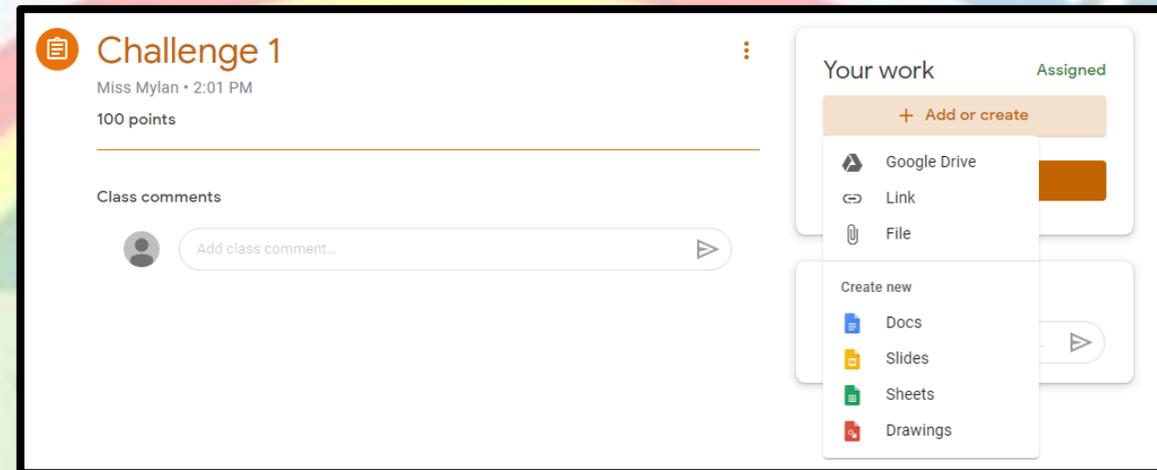
How to...

Hand in and return your completed assignments:

- ▶ The simplest way to complete the learning online is to open the attachment and complete your assignment in this document. When you are finished, click on the MARK AS DONE button.
- ▶ You will be able to see feedback and any comments made by the teacher when you log in to Google Classroom. You can see where your teacher has commented back in the same place that you submitted your assignment. You should also get a notification to tell you that work has been commented on by your class teacher.

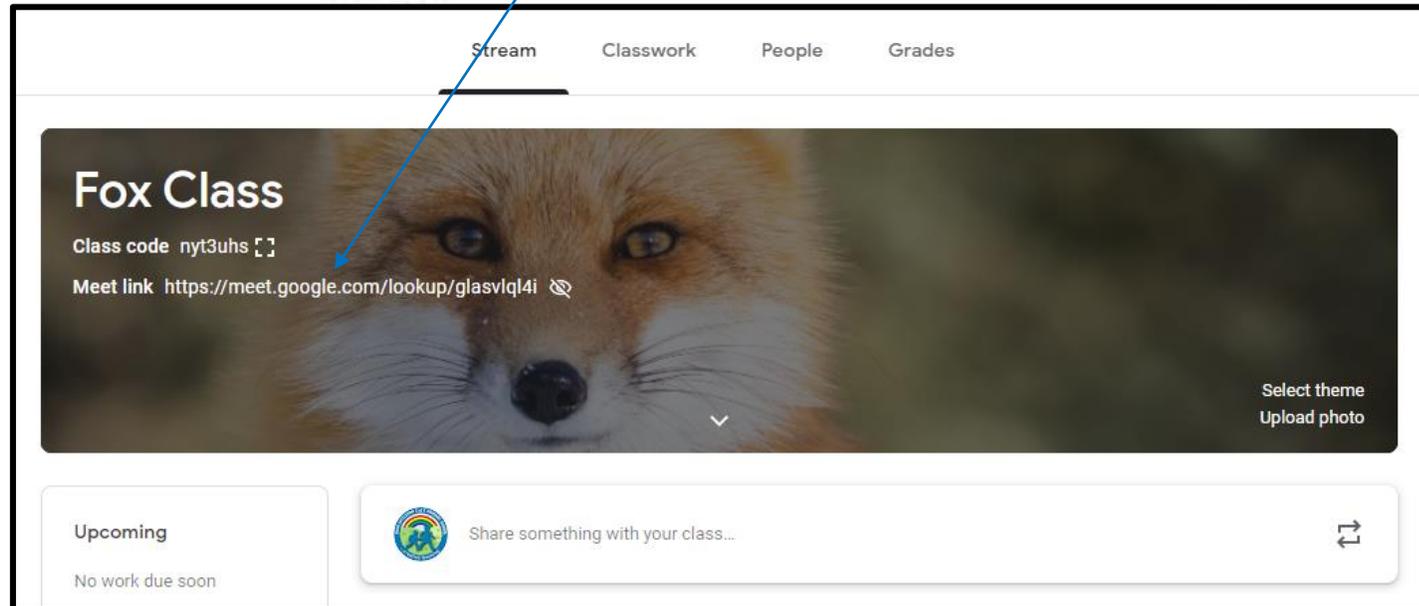
Upload a photo to a Classwork Assignment:

- ▶ You can even add your own attachments to your submission, such as photos, audio clips, videos, etc. You can do this by clicking this button in your assignment and uploading your file.



How to join a 'video meeting'

- ▶ It might be that your teacher will hold a 'live teaching session'. Your teacher will have posted about when this will be. When it is time for the session, you can join by clicking this link on your class banner:



Stream Classwork People Grades

Fox Class

Class code nyt3uhs

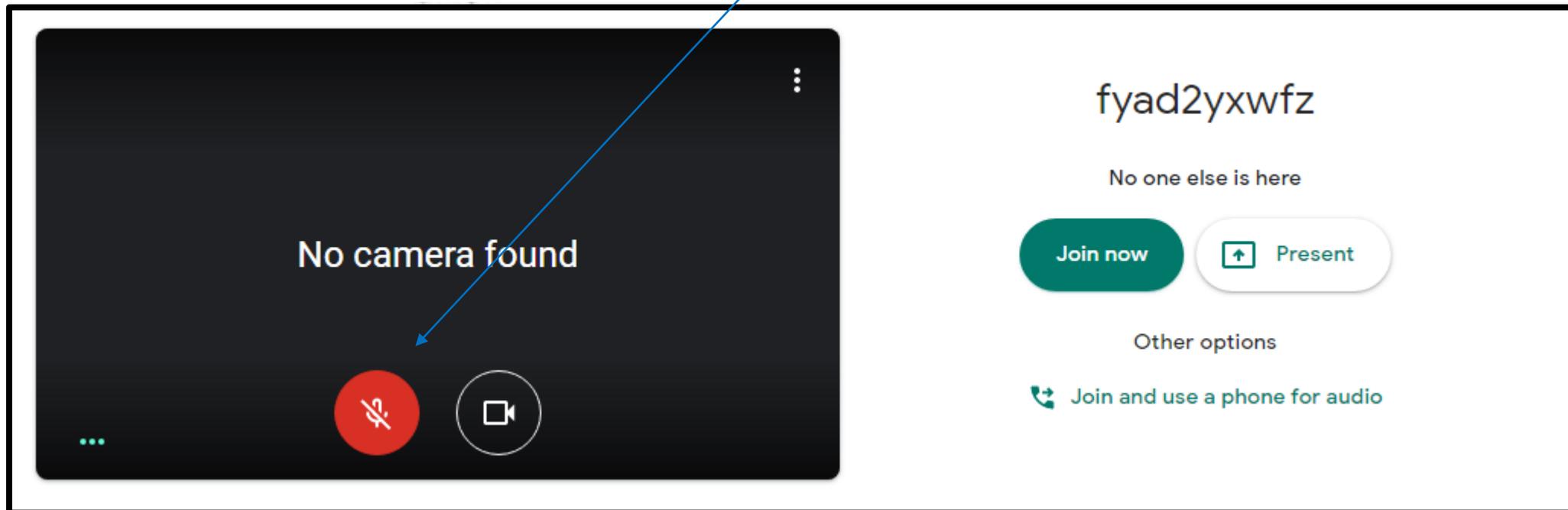
Meet link <https://meet.google.com/lookup/glasvlq4i>

Select theme
Upload photo

Upcoming
No work due soon

Share something with your class...

Then click 'join now'. Please allow your camera but disallow your microphone until your teacher asks you to turn it on.



We hope you found this helpful.
Please email the school
office@highlittletonschool.com
if you have any questions regarding
Google Classroom.

