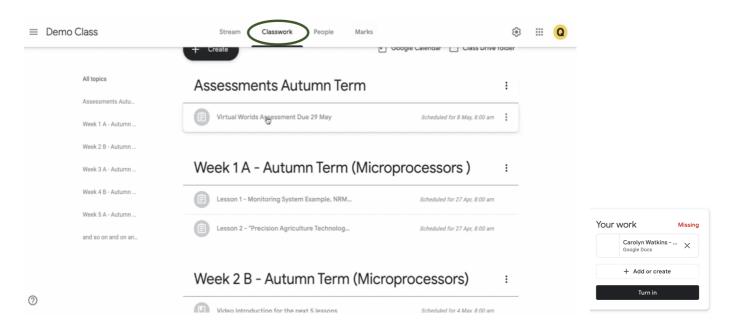# 'Google Classroom' Guidelines

Google Classroom

Google Classroom is a platform that allows teachers to provide learning activities to students remotely. In Google Classroom, teachers can communicate with students, distribute learning tasks, review completed work and provide feedback. Google Classroom is part of the Google Apps for Education suite of tools. The platform is currently being used in our day to day teaching, meaning students are already familiar with the platform.

'Classwork' Tab - this will show the daily learning activities students need to complete.

Lessons will be **posted by 8.10am each day**.

Lessons can be found in the **'Classwork' Tab** of the individual subject Google Classroom page as shown below:

Students should **submit their work using the Turn In button**, NOT by sharing with the teacher or emailing it. The teacher already has the right to view and edit the file.

'Stream' Tab

This section is where students can find general announcements teachers may need to make to the whole class.

Participants

Google Classrooms are a virtual classroom therefore only students and teachers are permitted to access the learning space. No unauthorised access to the classroom will be permitted, this includes parents, unless they have been authorised to contribute by the teacher prior to the class.

Parents who wish to speak to teachers can do so by contacting the school.

Comments /Questions

Any comments made by students in the Google Classroom environment must be learning related. Excessive use of the comment feature interrupts the flow of learning and takes up valuable teacher time that is needed for learning tasks. Students need to pay attention to teacher directions and respond with comments as appropriate. Students should remember the School's expectations in terms of conduct and communication when making comments or asking questions on Google Classroom. These should be respectful and courteous at all times whether between peers or directed towards teachers.

Teachers inform and, if needed, will 'mute' students who do not use the comments feature appropriately to prevent disruption to the learning of others.

Security

Students should log out of their classroom at the completion of their learning time. This prevents unauthorised access by others.

Google Classroom Help

https://support.google.com/edu/classroom/?hl=en#topic=9050121