

## Use of Google Classroom and other learning tools

These are our practices and procedures for using Google Classroom and other learning tools to support children's learning at Aldermaston CE Primary School.

### Why use these types of learning tool?

- To safely communicate, share high quality resources and information and engage in a range of learning experiences
- Provides motivation for children to engage in specific learning tasks
- Allows children to share their work with a wider audience and receive quality feedback from adults and other children (which could include peer assessment)
- Supports development of digital literacy skills and wider use of computing technology
- Maintains and develops a sense of community and improves children's communication skills

### How do we use these tools?

- Children are provided with personal logins and passwords and reminded of the expectations to keep these safe and secure
- Staff encourage children to develop independence in using tools and many are used as part of lessons in school as well as being available for remote learning
- If children are engaging in a live video session with staff, there will always be at least one other member of staff present, either on the call or in the room where the call is taking place

### Role of the blog administrator/teacher

- To act as a gatekeeper to ensure tools used are a safe space where all contributors are following the school rules
- Ensure tools are used for a valid learning purpose
- Support learning dialogue and supervise content
- Be aware of any potential safeguarding issues or alerts and take prompt action to address these, including speaking with parents and carers and making safeguarding referrals under standard school safeguarding procedures if required

### E-safety and Safeguarding measures

- Safe use of technology and e-safety form part of the school curriculum and are regularly revisited in class
- Children will abide by our code of conduct (appendix A) which is shared and discussed
- Staff will dress appropriately and always use professional language, acting at all times in



accordance with our staff code of conduct

- Any e-safety incident should be reported to our ICT manager and a member of the SLT
- No images of children should be used without parental permission and children should only be referred to using their first names
- Any concerns in relation to safeguarding must be reported to a designated safeguarding lead in accordance with our safeguarding policy and standard school safeguarding procedures

### **Respecting copyright**

- All posted data must conform to copyright law. Images, videos and other resources will only be used if the owner's permission has been granted or there is a licence for use
- Should it come to the school's attention that there is a resource which has been inadvertently uploaded, and we don't have copyright permission to use that resource, it will be removed in one working day.

### **Consequences for breaking our code of conduct**

If a child does not follow the code of conduct for using learning tools, the following consequences should be considered in response, depending on the nature of the breach.

- Remind children of expectations, specifically those in relation to breach
- Children are asked to amend or correct their breach where possible
- Children provide an apology for conduct that was not at the expected standard
- Parents advised of behaviour causing concern
- Access to learning tool temporarily suspended
- Access to learning tool permanently removed (only to be actioned in conjunction with a member of SLT)
- Referral made to a designated safeguarding lead under standard school safeguarding procedures if nature of breach raises safeguarding concerns



Appendix A

**Use of Google Classroom and other learning tools**

Remember that our Google Classroom and any other platforms and applications we use when learning are an extension of our school so the same rules apply. Everyone should feel safe and happy using them to improve their learning.

BE SAFE	GET INVOLVED
<p><b>Feel safe.</b></p> <p>If you see anything that makes you feel unhappy or worried, please tell an adult.</p>	<p><b>Join in.</b></p> <p>You have great ideas and important things to say. We learn from each other when we share our ideas.</p> <p>Start with a short comment if you feel nervous.</p>
<p><b>Keep your personal information safe.</b></p> <p>Never share personal information. Only use your first name (and other people's first names) and never share your home address or any telephone numbers.</p> <p>Keep your login and password details private.</p> <p>If making video calls, try to use a plain background if possible.</p>	<p><b>Always do your best.</b></p> <p>Check through any written comments to see if they make sense, contain the correct punctuation and to ensure you have taken care with spelling.</p> <p>Do not use text speak or slang please.</p>
<p><b>Keep others safe.</b></p> <p>Be kind, friendly and polite when you are writing comments or joining in on a video call.</p> <p>Try to encourage others to enjoy learning and support them when they share their ideas.</p> <p>If you wouldn't say it, don't write it!</p>	<p><b>Be yourself.</b></p> <p>Don't copy and paste work then post it as your own. If you are inspired by someone else's idea, try to explain it in your own words. Record the name of anyone you are quoting.</p> <p>We have to respect copyright laws. These say we can't steal other people's work and pretend it is our own.</p>

If you break these rules, especially those which keep you and others safe, you may lose the right to use these learning tools.

