

Pupil Rules for using Google Classroom, the class stream and chat in Google Meets

1. **STAY SAFE ONLINE.**
 - Although your Google Classroom is only available to pupils and teachers, think very carefully about what information you share on it.
 - Keep your username and password private.
 - Ensure that you sign out of your account when you are not using it.
 - If you see something that worries or concerns you, tell a trusted adult.
2. **Use appropriate language.** Remember that everything you write on a post or in a chat will be visible to your teachers, parents and classmates (even if it is deleted). Be sensible and think before you type.
3. **Be helpful.** If somebody in the year group is stuck on a home learning question and posts a query about it in our Classroom, you may be able to help them. Brilliant - go for it! But remember this doesn't mean 'tell them the answer'! We can all help each other to learn through our explanations, just like you do so well within the classroom.
4. **Show respect to others online.** It is fine to disagree with others opinions but think about the way in which you do this. Be respectful, be kind and don't always assume your idea is the only idea! Listen to other people's ideas and think carefully before you reply. Are your words helpful? Inspiring? Kind? If not, don't use them.
5. In Google Classroom your teachers' names will appear as their full name. However, to you, they are **always** to be referred to by their teacher name (Miss, Mrs or Mr, etc).
6. Make sure your posts or comments are **purposeful** (such as asking a useful question or sharing something you have done at home). Do not fill the stream with multiple greetings or emojis. A smiley face at the end of a message is fine, but please do not post long streams of emojis. You have already shown us how fantastic your vocabulary choices are - use your words!
7. Pupils should only post on the class stream between 9am and 4pm.

Any pupils who cannot consistently follow the above rules will be unable to post or reply to other posts within their Google Classroom, and parents will be contacted.