

Google Classroom Acceptable Use Policy – 2020 / 2021

From September 2020, Trinity St. Peter's will provide KS2 students with filtered, monitored Google Suite accounts for the purpose of facilitating teacher-pupil communication and participation in web-based classroom activities via Google Classroom. The goals of the school are to provide an alternative tool for effective and meaningful classroom instruction whilst children are undergoing remote learning and ensure that these tools are used in a safe manner. Therefore, the Google accounts being provided for children are intended for **educational purposes only** and will be actively monitored through our domain and by TSP staff. Failure to comply with the Acceptable Use Policy of Trinity St. Peter's by children can result in restrictions being placed upon the accounts.

1. Account security and safety

It is the responsibility of children and parents to maintain the confidentiality of their Google account information. Children will not share usernames, passwords, or other account information. Children will report any possible unauthorised use of their accounts to a teacher. Under no circumstances, will children attempt to login to another child's Google account.

Cyber-bullying and harassment will also not be tolerated. Children are expected to report any suspicious or threatening communication immediately to their class teacher.

2. Student use guidelines

Children's Google accounts are to be used for the following purposes only:

- Teacher-pupil correspondence;
- Accessing/submission of classroom assignments or materials;
- Creation of documents for classroom work.

Children may not use Google Suite accounts for:

- Unauthorised personal communication;
- Bullying or harassment of other children;
- Forwarding of chain mail, spam, or commercial content;
- Sending inappropriate or immoral content or language.

3. Privacy

Children's Google accounts are the property of Trinity St. Peter's. Children should not expect any content to be hidden or private from school, and it should not be used to store information that needs to be treated as such. Appropriate action will be taken if dangerous or malicious programs or content are detected.

These terms supplement our ICT 'Acceptable User Policy' which you have already signed this year and follow at all times. By signing your child up to Google Classrooms, you are confirming your acceptance of these additional terms.