



Google Classroom

Parent Handbook

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It is recommended to use Google Chrome when using Google Classroom.



Safeguarding

We are acutely aware that Google Classroom needs to be secure and protects our pupils and staff. Google Classroom is only one aspect of G Suite for Education - there are other apps we have access to.

Setup settings

Only pupils and staff must access Google Classroom using our domain accounts - not using a personal account.

Reports are available to monitor usage and all interactions are recorded.

Guidance for pupils and parents

We will use Google Classroom and our school website to share quality resources with our families to help them keep safe online.

The Ground Rules for pupils will include:

- tell someone if there is anything that is not safe or worries you.

Reporting Concerns

The reporting of child protection and safeguarding concerns remains as before. It is the responsibility of all adults in and outside of school to ensure that any safeguarding concerns, are reported to the Designated Safeguarding lead. All concerns can be reported to the school , and in the case of an emergency 999 should be called.

Staff Interaction on Google Classroom

To ensure consistency, clarity and to support well-being, pupils, parents and staff must follow the following protocols and expectations.

Pupil Ground rules

These rules should be shared with pupils and constantly referred and adhered to when using Google Classroom. If they are broken, staff should contact parents.

* These rules may change or be added to. You will be notified, if this happens

Ground Rules for Pupils

- login using the school account not a personal account
- say kind things when commenting and no swearing
- tell someone if there is anything that is not safe or worries you

Parents are able to comment; they too must adhere to the ground rules and staff should refer any concerns to the leadership team.

What do we do if pupils have not joined the classroom or are not interacting?

Teachers will contact you - if it is a withheld number, it might be a teacher calling from home!

We would also expect that as parents you are monitoring your child's interaction on Google Classroom. We will contact you if we have any concerns.

Expectations of staff interaction on Google Classroom and feedback to pupils

We are mindful of the well-being of our staff and pupils. Google Classroom is not just for learning, but to engage with, support and motivate our pupils. Staff may interact with pupils in the following ways (these may differ in different year groups and might change over time as staff learn how to use Google Classroom):

- The Classroom is monitored between 9am - 4pm during a school day.
- The monitoring will be shared between the year group team (i.e., one person on Monday, a different person on Tuesday etc).
- During the school day, the pupils / parents are told the times the on-duty member of staff will be responding to comments (such as 9:00am, 10:30am, 12:00pm and 3:30pm).

Feedback to pupils

- If a pupil hands in their work and there are attachments, staff will look at the work and send a *brief* Private comment.
- If a pupil re-submits work, then the above still applies.
- If a pupil hands in their work and there are no attachments but there is a Private comment, teachers will reply with a *brief* Private comment.
- If a pupil hands in their work and there are no attachments and no Private comments, teachers will just return the work
- Optional learning activities will not be marked.

Children are bound to spend lots more time on devices during school closure. **DON'T FEEL BAD ABOUT IT** – lots will be schoolwork or catching up with friends. But there are ways to keep them safe, healthy and happy.

Don't worry about screen time; aim for screen quality

Scrolling through social media isn't the same as making a film or story, or Skyping Grandma. Use the Children's Commissioner's 'Digital Five A Day' to plan or review each day together.



Check the safety settings are turned on

Whether it's your home internet, mobile devices, consoles, apps or games, there are lots of settings to make them safer. The key ones are - can they chat to strangers, can they video chat or 'go live', are their posts public? **Internet Matters** has hundreds of guides to parental controls.



Get your children to show you their apps and games

You don't need to know all about the latest app or game, but if your child shows you what they are doing and with whom, you'll probably see if it's appropriate or not. Remember 18 games are not more advanced – they are harmful to children! For parent guides to apps, including recommendations for kidsafe apps and video platforms, search for **Common Sense Media** or **NSPCC's NetAware**. And why not download the **BBC Own It** app?



Don't try to hide the news about coronavirus

If you don't talk about it, your children might read inappropriate pages, believe scare stories or simply catastrophise in their heads. Why not watch **Newsround** together and talk about how they feel – there is guidance from **Childline** to help you.

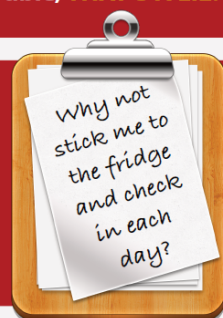


Remind them of key online safety principles

There are too many to list, but remember human behaviour is the same online and offline. Remind your children to be a good friend, to ask for help if they are worried or if someone is mean, not to get undressed on camera and most important of all... if somebody tells them not to tell or ask for help because it's too late or they will get in trouble, **THAT'S A LIE!**

If you aren't sure, ASK!

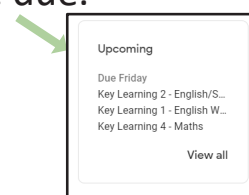
Your school may be able to give you advice, but there are plenty of other places to ask for help as a parent or a child, whether it is advice or help to fix something. Lots of sites are listed at **reporting.lgfl.net**, including ones to tell your kids about (they might not want to talk to you in the first instance).



Stream Tab

The Stream Tab is where you can see Announcements from teachers and your Assignments and other activities will appear here. It is here you can interact with the teachers, but it is not a chat room - please monitor your child's activity on this.

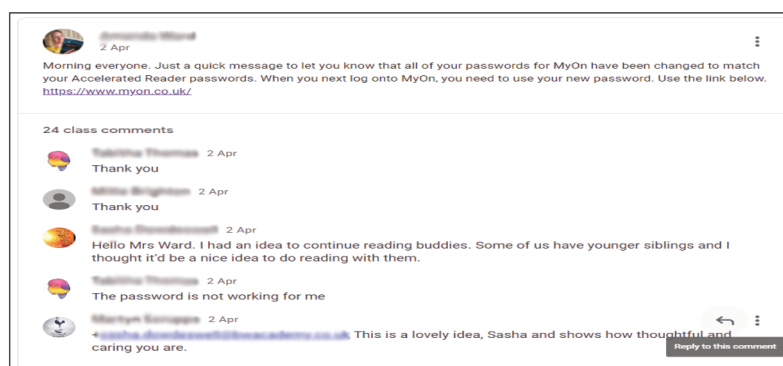
Within this tab, you can see which Assignments are due.



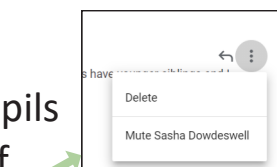
Class comments

Class comments appear within any Announcement and Classwork. Everybody can see and write Class comments.

Pupils should only be allowed to comment - sometimes we will turn this facility off.



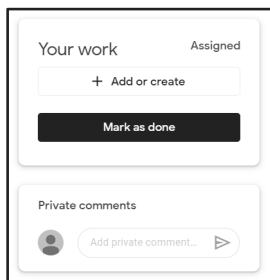
Teachers can delete comments if needed and mute pupils too. We monitor the comments and will contact you if pupils are making inappropriate comments.



Classwork Tab

The Classwork Tab is where you can see your Key Learning tasks, which are Assignments and other optional activities, which are mainly Materials but some might be Assignments as teachers may want to give feedback. Teachers will give feedback to any work submitted in the Assignments. The optional activities are there if you need them but the teachers may not give feedback.

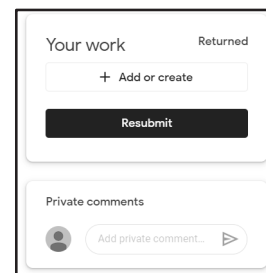
You can upload work at any point. You do not need to submit it until you are ready.



Submit work and write Private comments to the teachers (you can delete these but not edit).



Unsubmit by clicking the option if you want to add more!



If the work has already been returned by the teacher, you can still resubmit work and the teacher can see it.

TIP

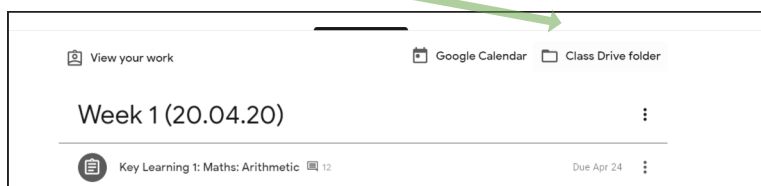
Think of each Assignment as a folder containing all the tasks. You can submit work as you go and keep resubmitting until all are complete.

FAQs

What do you do if you've accidentally deleted a file?

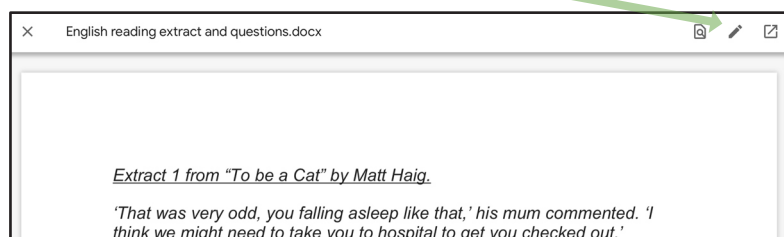
DON'T PANIC!!!

You will find all the documents you have created in your Google Drive in the Classwork tab.



The documents uploaded for the classwork are PDFs. **I don't have a printer, what can I do?**

There are several options here. If you are accessing the PDF from a tablet, you are able to write on it directly.



Secondly, you can write the answers directly into your exercise book and then take a photo and upload it.

Thirdly, there is a facility you can link to Google called DocHub, which enables you to edit PDFs and save. You will need to go to the DocHub website and log in using the Google school account. You will need to allow certain permissions but then you should be able to open and edit PDFs with DocHub.

Finally, we are looking at alternatives to PDFs, such as creating Google Slides which allows you to edit. Please bear with us.

The Google Classroom app

There have been some problems with the Google Classroom app when using a phone or tablet. It is suggested that the app is deleted and Google Classroom is only accessed through a web browser.

Personal Google accounts

You can only access Classrooms and files when using your child's school Google account. Your web browser will remember all of your Google accounts so make sure it is the school account you are using.

Seeking permission for some files / documents

There have been some permission issues with accessing files on Google Classroom. Teachers will give permission to view files only if the permission request has come from your child's school Google account.

What do you do if you've forgotten the Google account password?

Contact school and the password can be reset and a message sent to you with the reset password. You will need to change it when you log in.

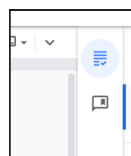
Comments

There are two types of comments, both have already been referred to in this Handbook.

Class comments can be seen by everybody and appear within the Announcements and within the Instructions of Classwork. In the initial setup, the setting should have been changed so that pupils / parents can only comment and not be able to post on the Stream.

Private Comments can be seen by the individual pupil / parent and all teachers in the Classroom. It is an effective way to ask questions and for teachers to respond and give feedback.

There is a third type of comment and teachers may start to use it if we believe it will support our pupils' learning. You are able to add a comment within the actual work when marking the submission.



Teachers will be responding to comments mainly during the school day. Be aware that you may not get a response if it is outside of school hours or at weekends straight away.

Uploading and Submitting Work

Click on **Classwork**

Click the Assignment you're going to work on, then click **View assignment**

Read and follow the instructions

Reading comprehension

Due Apr 3

Posted Mar 29

Assigned

Use this link to go to your reading comprehension. <https://nokatok.exampno.net/>
On page 1, read the text carefully. On page 2, you will find the questions. Answer these either in your exercise book, or on a word document which can be added to Google classroom. If you click on the answers tab at the top of the page, you can check your answers.

Class comments

Add class comment...

Add **Class comments here (this will be seen by everyone)**

Add **Private comments here (only the teachers can see and respond to these)**

Private comments

Add private comment...

Decide how to submit (turn in) your work

Submitting work

You can upload photos of your work

You can create a document (which we be saved on your Google Drive)

Your work

Assigned

+ Add or create

Mark as done

+ Add or create

Google Drive

Link

File

Create new

Docs

Slides

Sheets

Drawings



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Reading comprehension



Mar 29

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Class comments



Add class comment...



When you've finished your work, click **Turn in**

Your work

Assigned

test pupil - Readin...
Google Docs



+ Add or create

Turn in

Private comments



Add private comment...



When your teacher has seen your work, it is returned and you can see the comments from them



Due Apr 3

Reading comprehension



Mar 29

Use this link to go to your reading comprehension. <https://nokatok.exampno.net/>
On page 1, read the text carefully. On page 2, you will find the questions. Answer these either in your exercise book, or on a word document which can be added to Google classroom. If you click on the answers tab at the top of the page, you can check your answers.

1 class comment



11:27 AM

This has been done in my book



Add class comment...



Your work

Returned

test pupil - Readin...
Google Docs



+ Add or create

Resubmit

2 private comments



11:25 AM

Well done!



11:27 AM

You have thought about your answers - well done!



Add private comment...



REMEMBER

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