



St Swithun's CE Primary School

Remote Learning Guidelines for Children

These guidelines are to help keep you safe while accessing Google Classroom at home.

I agree that:

- I will only use Google Classroom for school work or things I have permission to post.
- I know that school staff will monitor my use of Google Classroom.
- I will keep my username and password safe and secure and I will not try to use any other person's username and password.
- I will not share any personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- Behaviour - I will respect others' work and property and will not copy any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong or inappropriate language.
- I will not take screen shots, or distribute images of anyone or record any online lessons.
- I will attend sessions on time and if I can't attend I will let my teacher know.
- I understand the risks and will not try to upload, download or access any materials which are inappropriate or illegal or may cause harm or distress to others.
- I understand that I am responsible for my actions, both in and out of school. I know that the school's behaviour rules still apply to online learning.
- In live sessions (such as Google Meets) I will keep my camera on at all times.
- I will only use my St Swithun's Primary School account to join sessions or Google Classroom.
- I know that live sessions will be recorded by my teacher.
- I will always log out when I have finished accessing Google Classroom.
- I will come to the sessions dressed in suitable clothes and have an appropriate background for others to see.
- When participating in sessions I will try to be in a communal area of the home and not on my own working in e.g. bedroom. If being in a room on my own is essential I will make sure the door is open.
- I will tell my teacher if I am finding learning difficult/too easy so they can adapt it for me.