



## Agreement for the use of Google Classroom November 2020

Please follow this link to the Microsoft form to sign the agreement as detailed below.

[https://forms.office.com/Pages/ResponsePage.aspx?id=BpPZ\\_i1NCUSVndDttzBKC9VJBCBLH\\_5MntZENmIRijJUOFdIMOZIOEEzVjg4OFdQRUI3VTBDVEk1Ry4u](https://forms.office.com/Pages/ResponsePage.aspx?id=BpPZ_i1NCUSVndDttzBKC9VJBCBLH_5MntZENmIRijJUOFdIMOZIOEEzVjg4OFdQRUI3VTBDVEk1Ry4u)

**This form should be completed by Monday 23rd November to comply with Aberdeenshire's child protection policies and GDPR.**

### For use Google Classroom Teachers will:

- discuss roles and responsibilities with pupils.
- be punctual with the delivery of resources for homework.
- set up a protocol for labelling of files for pupils.
- ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection.
- Reply to individual parental requests or queries in 3 working days.
- Give relevant and useful 'next steps' feedback.
- Be punctual when streaming live timetabled lesson
- End the remote teaching experience immediately if they are feeling uncomfortable about any aspect of the experience. Follow-up with their line manager.

### Pupil and Family Expectations using Google Classroom for homework:

- only use pupils' Glow email address for class communication.
- be punctual when submitting their homework and for live lessons if remote learning and teaching is taking place.
- where required, access the files for each piece of homework.

- make sure they have all power adaptors, laptops, screen connections ready before the lesson begins
- submit all assignments on time in accordance to the agreed protocols.
- show respect for everyone in the online classroom.
- dress appropriately for all classes, thinking about modesty and respect for others.
- ensure the location they log in from is appropriate i.e. give consideration to background, camera angle, privacy etc. Consider making use of appropriate customised backgrounds.
- seek to contribute to the class in a positive manner and not be disruptive at any time.
- leave the *Google Meet* if they are feeling uncomfortable.
- understand that no part of the 'live virtual lesson' will be recorded.
- understand and agree that no documentation stored for learning, whether it be assignments or materials shall be duplicated, copied or shared with anyone other than the pupil or school.
- **Do not** record or take pictures of any part of a livestream / video-conference lesson.

Please note that lessons are not recorded. Children's Services requests that no attempt is made to record any online teaching by pupils or adults alike.