

INSTRUCTIONS ON HOW TO ACCESS GOOGLE CLASSROOM

Please note that the Google Classroom logins used during the previous lockdown in March 2020 are no longer valid and you will need to sign out of these to access the new ones. The videos in Step 2 will explain how to do this.

Step 1)

Please click on this link to access your child's login information:

<http://tiny.cc/ChristChurchBS23GSuite>

Then **enter your child's first name and last name** (as would appear on our school records). Please also enter **STUDENT** (in capital letters) before clicking 'GET CREDENTIALS'. The email address and password are unique to each student. **You will need to write these down exactly as they are written (including capital letters where they are used) for later.**

Step 2)

Once you have your child's email address and password, **please watch and follow the videos attached to this SCHOOL PING to explain how to log in to Google Classroom on a laptop / pc OR iPad / iPhone / Android device.** The videos will also explain how to sign out of any previous Google Classroom accounts.

Step 3)

After following the video instructions in 'Step 2' you should now be able to see your child's class. **Please now watch this video, which explains how to use Google Classroom to hand in assignments:** <https://youtu.be/o4JeCTfhvnl>

Step 4)

On the weekly timetable, your child's class teacher will specify times when they will be doing a **live 'check-in' daily.** It is important that your child attends these 'check-ins' as these will **monitor the attendance of pupils whilst they are learning remotely.** In addition to this, the class teacher may post live lessons. **To access these and the 'check-in', simply click on the meet link on the classroom header at the specified time.** Please join the lesson with the microphones muted so as not to disturb the lesson.





Google Classroom Pupil and Parent Usage Agreement

The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning, and a place to connect with school staff and classmates. To safeguard both pupils and staff, pupils and parents are expected to read and adhere to the points outlined in our usage agreement below.

Responsibility:

- Using your G Suite account, check Google Classroom every day to view new assignments.
- Complete your learning online by either completing it on a digital device, using Google apps, or by doing it in your book/on paper and submitting a photo of it (or other file, such as video or sound clip, if required).
- Complete the learning provided to the best of your ability and to the quality that would be expected in school.
- Remember to submit learning by clicking 'Turn in' on Google Classroom.
- Check and respond to any feedback you may have received from school staff.

Safety:

- Do not share personal information such as e-mail, home address or phone number.
- Only login using your own username/login and password.
- During 'learning time', you will be expected to use Google Classroom to access, complete and submit learning. You should not use this time to access other content on the internet unless it is for the learning that is being done.
- Ask permission of a parent/carer when accessing content on different websites or apps.
- When submitting images, sound clips or video, make sure that these are appropriate for the learning task. Check with you parent/carer if you are unsure.

Respect:

- Your G Suite account (and Google Classroom) is to be used for learning and not for social purposes.

- Be polite, friendly, and encouraging in any communication with school staff and other pupils.
- Send polite and responsible messages and think carefully about how online messages affect others.

Comments: (Comments by pupils may be enabled for pupils to comment or provide feedback on any learning tasks they have been set.)

- Make sure your comments are about the learning and that they make sense. Be sure to check and edit comments if necessary.
- Be aware that any comments deleted by pupils are still visible to school staff.
- Avoid using text language like 'u' for 'you', etc.
- Do not use strings of exclamation or question marks: one '!' or '?' will do.
- Try to correct your spelling mistakes.
- Use capital letters in the correct places: proper nouns (names of people and places, the beginning of a sentence, and for the pronoun, 'I'. Please don't use ALL capitals.
- Use punctuation correctly: full stop at the end of a sentence, space after a full stop and comma, etc

Please also refer to the Christ Church CE VA Primary School E-Safety page of our School website when accessing Google Classroom and other content on the internet (this can be found at <https://www.christchurchprimaryschool.org/e-safety>).