

Google Classroom and Zoom Acceptable Use Agreement

Background

Highfield Primary School believes that the online learning platform Google Classroom are online tools that allow for effective and meaningful teaching and learning both in school and at home. It is important to ensure that this tool is used in a safe and ethical manner and in accordance with Highfield's safeguarding arrangements. This document therefore sets out the terms under which Google Classroom and Zoom should be used safely by Highfield's staff and pupils and in a manner that supports effective and appropriate teaching and learning. This is in line with Highfield's Data Protection policy.

Status of this agreement

This agreement has been sent to parents/ carers via email and it will be assumed that the provisions have been accepted unless a communication is received by the school stating otherwise.

Purpose

Highfield will provide every pupil with a unique, filtered and monitored Google classroom account (accessed via their own Highfield Primary Gmail account) for the purpose of facilitating distance learning. Zoom meetings will be arranged to further support children's learning. Pupils/parents/carers are not permitted to take photos, screenshots, or recordings of any video or audio from these video conference sessions. Google Classroom accounts will be actively monitored by staff. Student Google accounts are intended **for educational purposes only**. Failure to comply with this Acceptable Use Agreement by parents/ carers/ pupils can result in restrictions being placed upon their account or, in extreme cases, loss of access.

All pupils will have access to the following Google services:

- Google Classroom
- Google mail

Pupils should not access:

- Hangouts Meet
- Hangouts Chat

Account security and safety

It is the responsibility of pupils to maintain the confidentiality of their Google account information. Pupils will not share usernames, passwords, or other account information and will report any possible unauthorized use of their accounts to a teacher or member of school staff immediately. Under no circumstances should pupils attempt to login to another pupil's Google account.

Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately. Students will not use Google accounts to share personal information such as full names, location, family information, phone numbers, etc.

Pupil use guidelines

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

- Teacher-student correspondence
- Accessing/ submission of classroom assignments or materials
- Creation of documents for classroom work

Students may not use Google accounts for:

- Unauthorized personal communication
- Bullying or harassment of other students
- Forwarding of chain mail, spam, or commercial content
- Sending inappropriate or immoral content or language

Staff will record the zoom sessions for safeguarding purposes. The recordings will be saved on the school drive and not individual devices.

Privacy

All Google accounts are the property of Highfield Primary. Pupils should therefore expect Google accounts to be subject to monitoring at all times and should not expect any documents to be private.

Internet usage

All internet access at school will be monitored and filtered to prevent access to undesirable content. Where pupils are accessing Highfield Google accounts from home, it will be the responsibility of the parent/ carer to monitor, supervise and put in place any restrictions to prevent the access of unsuitable/ harmful content.

Consequences of violation of Acceptable Use Agreement

Pupils who do not adhere to this Acceptable Use Agreement may have their access revoked and or restrictions placed on their account. In special circumstances the matter may be referred to the police or other external agencies as required

Parent/ carer consent. I am aware that all Google accounts remain the property of Highfield Primary School and, as such, must be used in accordance with Highfield's Acceptable Use Agreement. In order to comply with this, I confirm that I will monitor my child at all times and make adequate arrangements for their online safety. I understand Highfield's Google Classroom and Zoom Acceptable Use Agreement I am aware that if I should have any questions, I should contact Highfield Primary School