








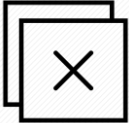


## Waterfield Primary Protocol for Google Classroom

The digital learning at Waterfield will be supported through the use of Google Classrooms. A guide has been produced to help with this. Please remember this is **NEW** to the school and therefore there may be unpredicted issues as all our confidence grows. Your Blended Remote Learning Packs have been designed to support learning even in the event of technology failing us on the odd occasion.

	<p style="text-align: center;"><b>Set-Up!</b></p> <p>Ensure you have checked that all hardware and software is set up and working <u>before</u> the lesson begins. This includes testing the microphone and speakers on the computer and ensuring you can successfully use the virtual platform (Google Meet). If borrowing digital equipment from school this must be returned in working order. Please note Waterfield has a wide variety of digital platforms including TT Rockstars, Purple Mash etc. All the rules below apply to them all.</p>	 <p>Children are expected to engage in Remote Learning. If you are struggling to do this please contact the school as provision may be available under the 'Vulnerability Status'. By engaging in remote learning your child is registered. Failing to engage will result in school making contact to ensure you are safe and well at home. Contact does not need to be via video, but through forum message, submission of work or other means.</p>
	<p>At the start of the session children should mute their microphones.</p> <p>All interactions on Google Classroom are to be polite, kind and courteous.</p> <p>Staff may 'mute' children in order to proceed with learning, or after a warning regarding our behaviour as digital citizens.</p> <p>All communications can be monitored by school – private messaging and private encrypted conversations are forbidden and should not be accessible in the default settings.</p>	 <p>For Safeguarding staff are always accompanied when on camera (although they may not be visible). Please ensure children are in a safe, secure environment when using their camera video function. Videos will only occur with 3 or more virtual participants present. Video contact will not occur daily. <b>Children will be asked to state who is in the room with them at the start of any video meet.</b></p> <p><b>Any virtual meets/videos ARE NOT TO BE RECORDED BY ANYONE.</b></p>
	<p>Please ensure the name displayed to other participants in a Google Meet is your <u>FIRST NAME ONLY</u>.</p> <p><b><u>HARRY POTTER is just HARRY on a MEET.</u></b></p>	 <p>Children are not permitted to message other children via the Google Classroom. This is a workspace and not a social media space. All interactions are directly with the teacher and under their direction. The chat function in MEETS is visible to all – therefore only appropriate messages will be tolerated as aligned to our School Community Values.</p>
	<p>Ensure you have considered your background, so it is appropriate. Use of the 'background blur' function maybe helpful here. Other children that are in class will not be shown in any video footage unless express permission has been granted.</p>	 <p>Please make sure all children are appropriately dressed and that an adult is present at the start of any video meets, to ensure cameras are set correctly and only one child is visible.</p>
	<p>Please turn off mobile phones or other devices throughout the session.</p>	 <p>Close all other applications and only follow the teachers instructions. Please always submit work on the correct programme/platform.</p>

**Our safe internet rules apply – if you ever encounter anything in the digital world that makes them feel uncomfortable they must tell a teacher. Similarly parents should immediately report any concerns to the School Office for the attention of the Safeguarding Team. Google Classroom is only accessible to staff and pupils at Waterfield Primary School. Children must not share their log in details with anyone other than their parent/guardian.**