



Google Classroom



Google Classroom

Parent and Pupil Guide

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Further support:

Please contact either admin@newberries.herts.sch.uk for messages to be forwarded onto the relevant person. Please note that Google Classroom is only to be used for communication between teacher and pupil.

Introduction

Google Classroom is the platform that the school has chosen to set Homework. It provides a fantastic opportunity for your child to access the learning set.

School Expectation

For parents and carers to support their child in the best way that they can by supporting children to complete the work set.

Aim of School

We want parents to feel supported and involved within their child's Homework. Therefore, teachers will monitor the engagement and submission of work; providing comments to pupils via Google Classroom to ensure pupils and parents know the result of their child's tasks. Please note that comments will focus on recognising the effort, presentation, creativity and accuracy of the work.

E Safety

E- safety is an integral part of children's education in today's digital world and is embedded in their learning at school. The internet is a highly creative place which offers amazing opportunities for children to play, socialise and express themselves; but only when it is used correctly and safely. It is imperative that you are aware of our school guidelines and how to ensure your child is staying safe online. It is vitally important that you read the pupil and parent agreements on pages 2 and 3, and ensure that these rules are followed and adhered to.

Your child's teachers will monitor comments and activities regularly and will take action in accordance with the schools online safety policy if required to do so.

If you have any questions you can email admin@newberries.herts.sch.uk

Online Safety Acceptable Use Agreement Primary Pupils



My online safety rules

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I understand my behaviour in Google Classroom should mirror that in the physical classroom
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

Online safety policy guide -

Summary of key parent/carers responsibilities



The school provides online safety information for parents/carers, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting children to behave appropriately and keep themselves safe online.

The online safety policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community.

- Parents/carers are required to support their child in understanding and signing the Online Safety Acceptable Use Agreement for pupils.
- Parents/carers may only use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises that include anyone other than their own child, unless there is a pre-specified agreement with individuals and parents/carers. When a parent/carers is on school premises but not in a designated area, their phone/s must be switched off and out of sight.
- Parents/carers should not assume that pupils can bring technological devices to school and should always check the school policy and seek permission from the Headteachers.
- All cyberbullying incidents affecting children in the school should be reported immediately. (If the incident involves an indecent image of a child the report must also be made immediately to the police for your own protection.) The school will investigate and respond to all reported cyberbullying incidents, liaising with others where appropriate. No reply should ever be sent to the sender/poster of cyberbullying content. If applicable, parents should block the sender and report abuse to the site. Evidence should be retained and shown in school and/or to the police. Evidence should not be forwarded.
- The school may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the school name or logo in any form.
- Any parent/carers, distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online. Parents/carers should not share school related information or images online or post material that may bring the school or any individual within it into disrepute. Negative postings about the school would impact on the reputation of the whole school community. Parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents/carers.

Please see the full online safety policy in the policies section on the school website.

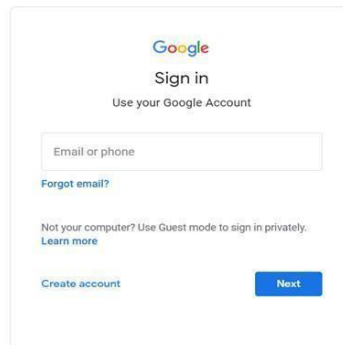
Logging on for pupils

☐ Type: Classroom.google.com



Click on this link

- Open up the link which will take you to the sign in page

A screenshot of the Google sign-in page. At the top is the Google logo. Below it is the text 'Sign in' and 'Use your Google Account'. There is a text input field labeled 'Email or phone'. Below the field is a link that says 'Forgot email?'. Further down, there is a line of text: 'Not your computer? Use Guest mode to sign in privately.' followed by a link 'Learn more'. At the bottom left is a link 'Create account' and at the bottom right is a blue button labeled 'Next'.

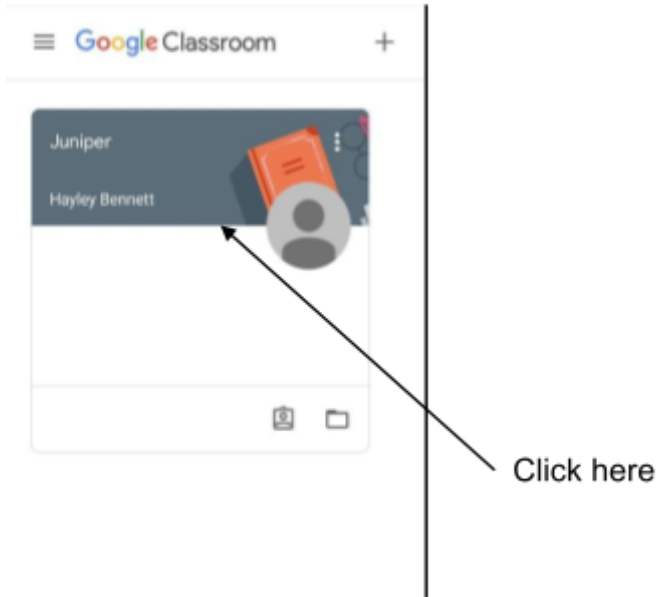
- Enter your username (which looks like an email address)
- Enter your password

REMEMBER



Viewing Work Set

- When you have logged in you will see this screen, click on your class name to get started:

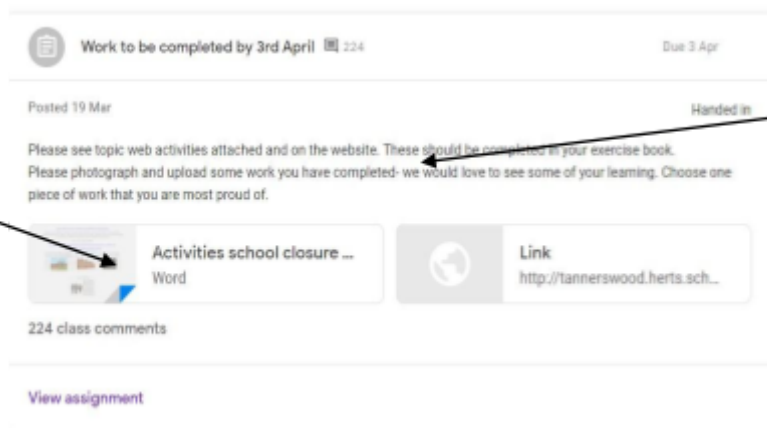


- Once you have clicked on your class name you will be taken to your class homepage, click on classwork (circled) to view the work that has been set.



- Once you have clicked on the assignment it will bring up an overview of what needs to be completed:

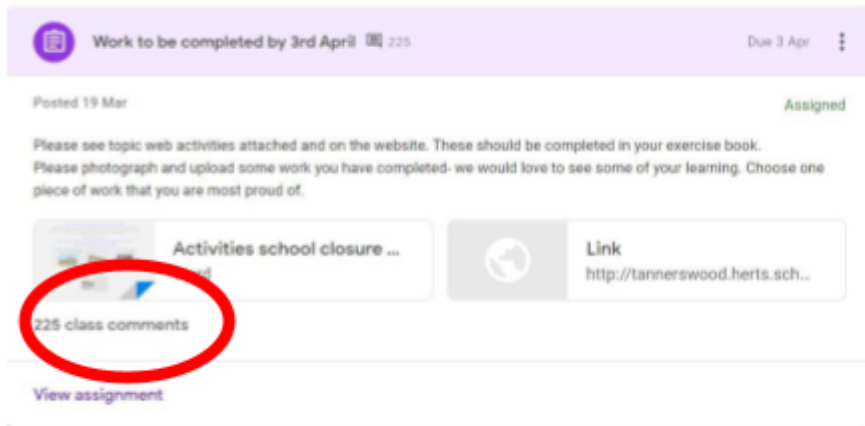
Attachments/
links containing
more
information.
Click on these
links to see a
detailed
overview of the
assignments you
have been set.



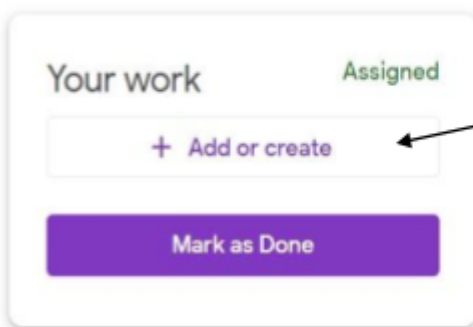
Message from
class teacher.

Handing In Work by uploading it from a computer or laptop

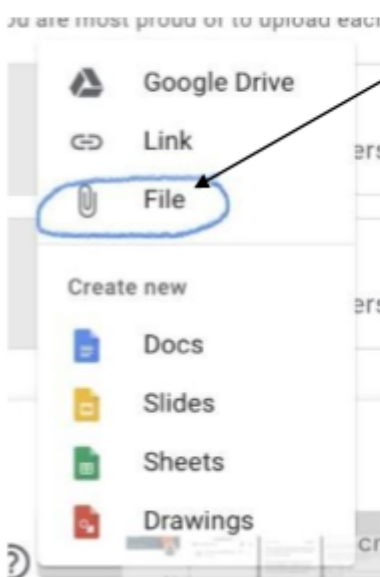
- When you have completed your work, you will need to upload it to Google Classroom for your teacher to review and mark.
- To do this go back to the assignment (look at page 6 to help with this) and press “view assignment”



- Once you have pressed “View assignment” a Your Work box will come up in the right hand corner.



Press the add or create button to get started. It will bring up lots of different options for you to use. Click on file.



Insert files using Google Drive

Recent Upload My Google Drive Starred

Drag files here

Select files from your device

Press on "select files from your device".

This will then give you the option to upload a file that you have **already saved** to your computer/laptop.

This could be a photo, word document or PowerPoint.

Upload Cancel

- To upload a file on your computer, just double click on the item, it will then appear on Google Classroom like this.

Insert files using Google Drive

Recent Upload My Google Drive Starred

English Labels.docx 10.2 KB

Add more files

The file you have clicked to upload will appear here.

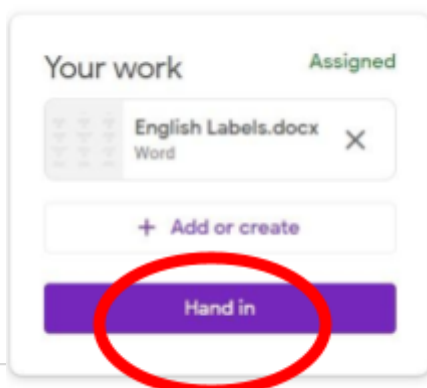
To upload another file click the "add more files button"

Upload Cancel

When you have selected all your files, click the **upload button** in the bottom

left hand corner.

- It will then take you back to your home screen which will look like this. You must press the "hand in" button to submit the work.

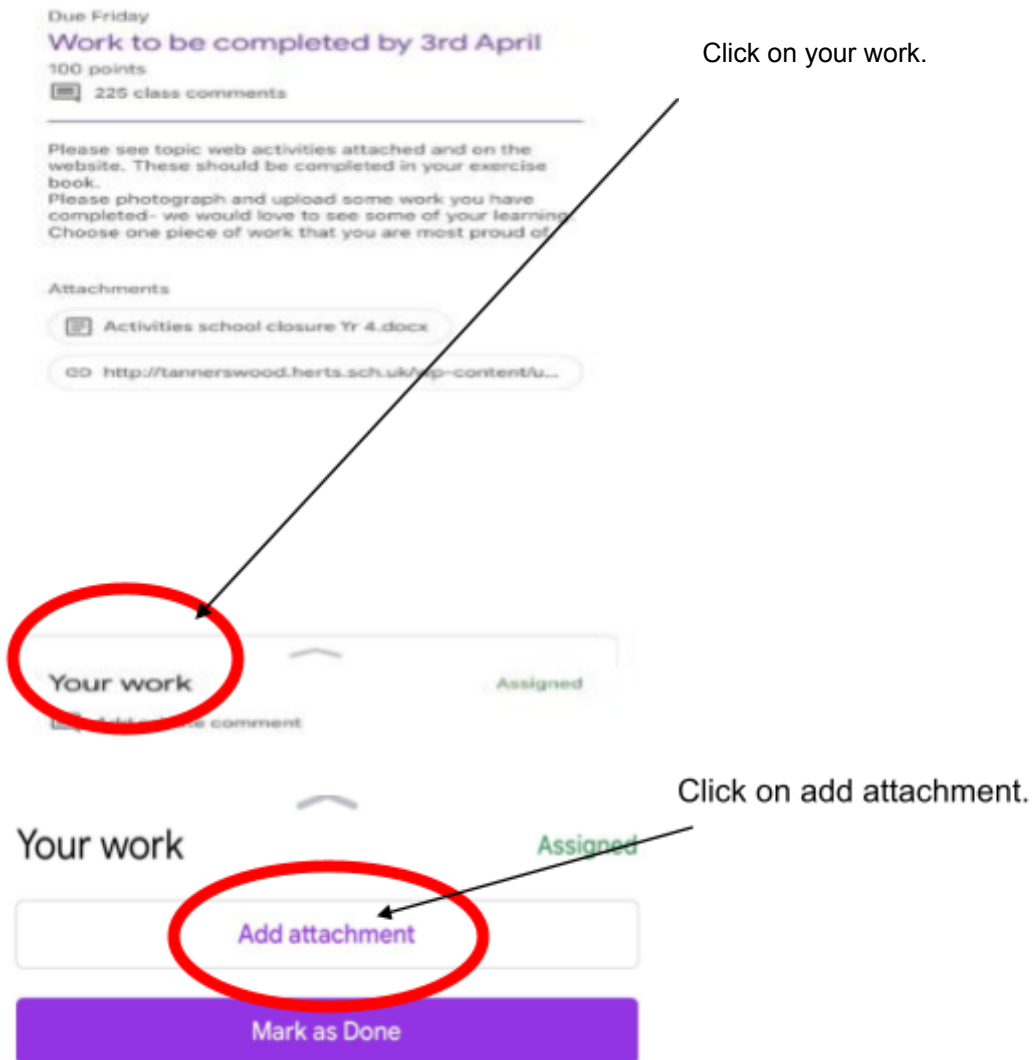


Important Information

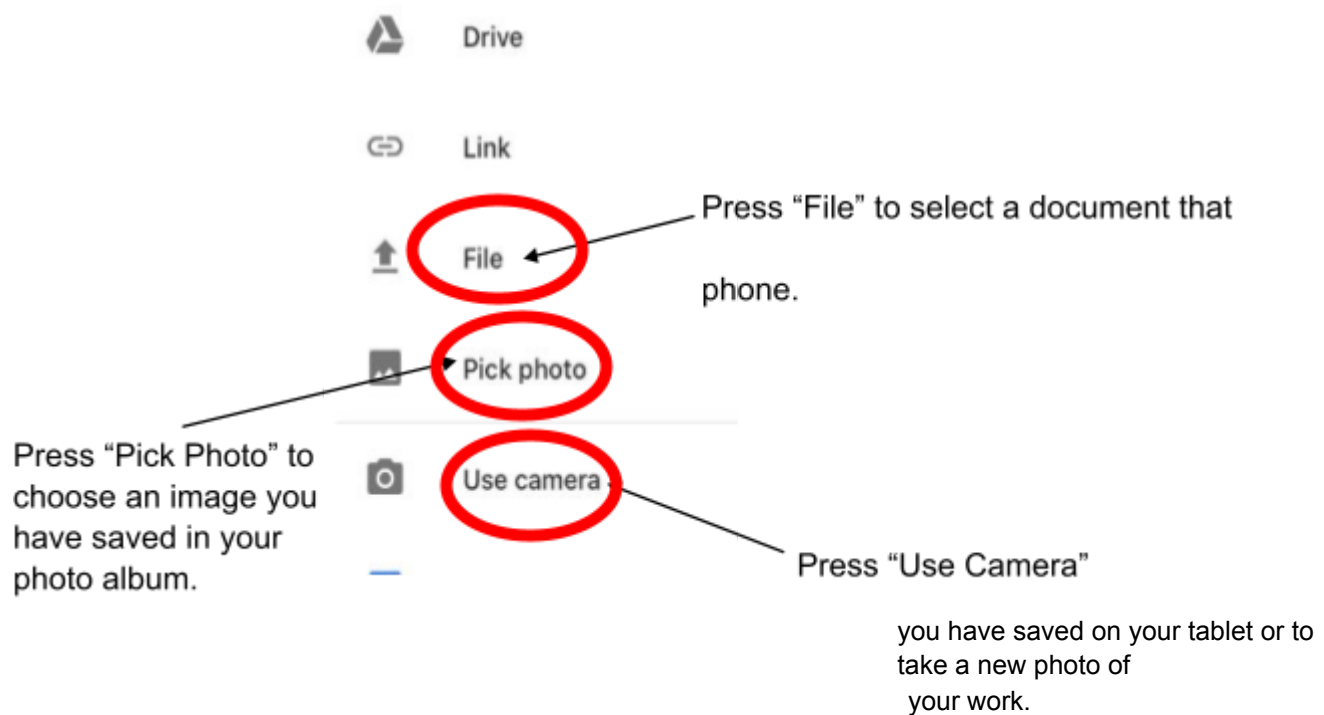
Once you have pressed "hand in" you will **not** be able to upload any more files to the assignment. Make sure all work is completed and every file chosen is attached before you hand the work in.

Handing In Work by uploading it from a mobile device

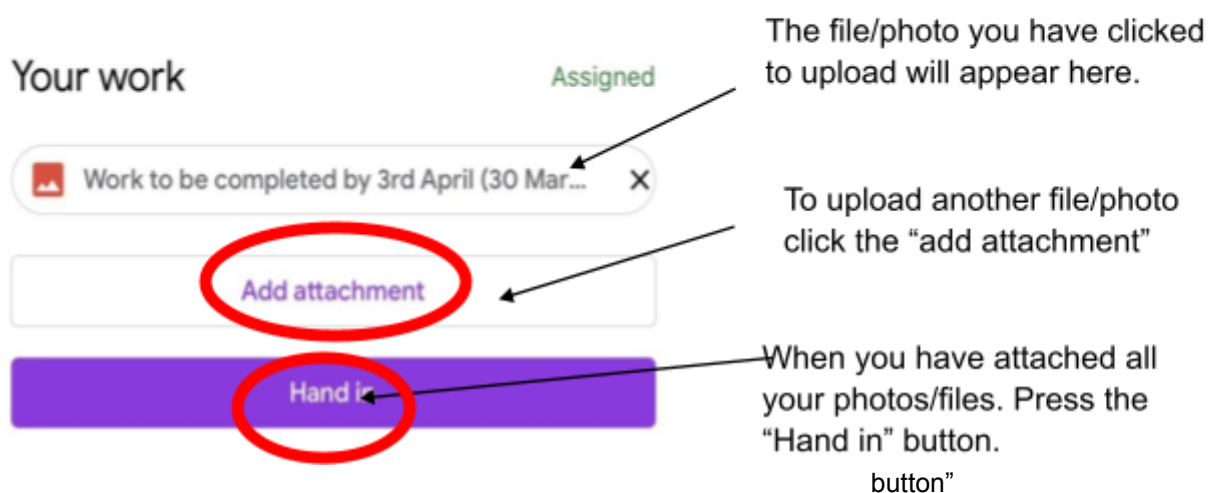
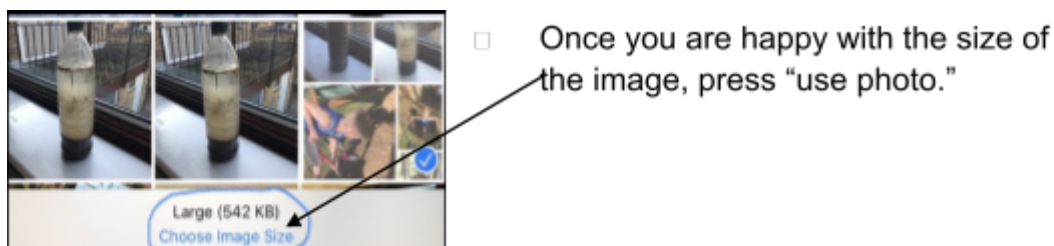
- When you have completed your work, you will need to upload it to Google Classroom for your teacher to review and mark.
- To do this go back to the assignment and press “view assignment”
- When you have pressed “View assignment” a “You Work” tab will appear at the bottom of the screen



- Once you have clicked on add attachment it will show you these different options:

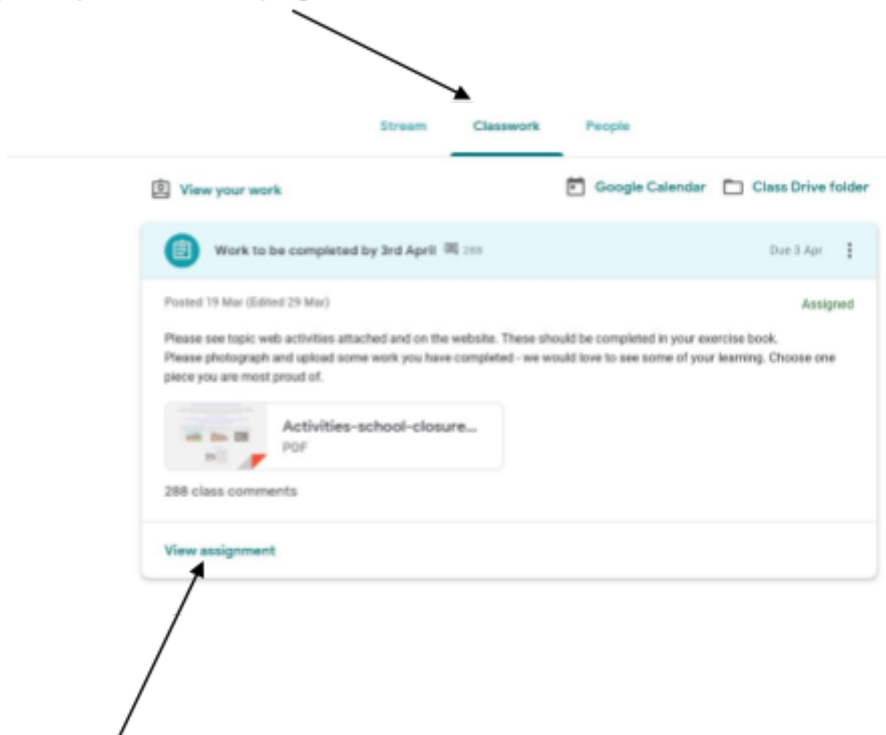


If you have chosen to upload a photograph of your work, it will then give you the option to alter the size of the image.



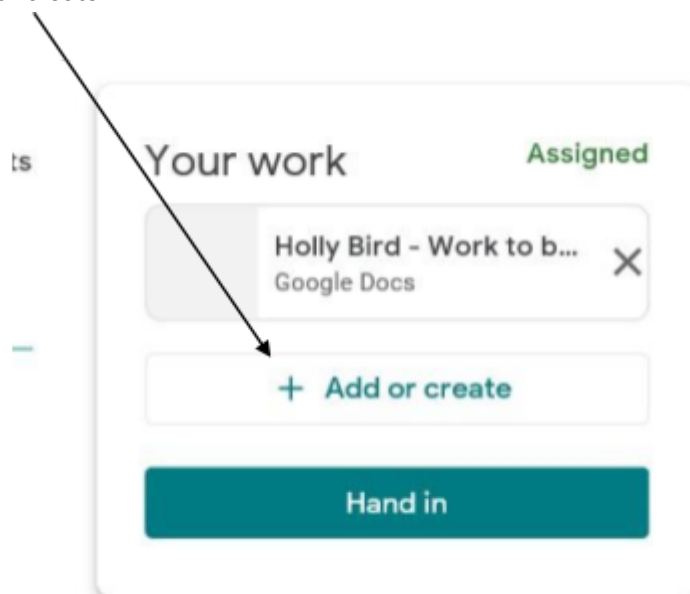
Creating Documents Online

- Open up Classwork page

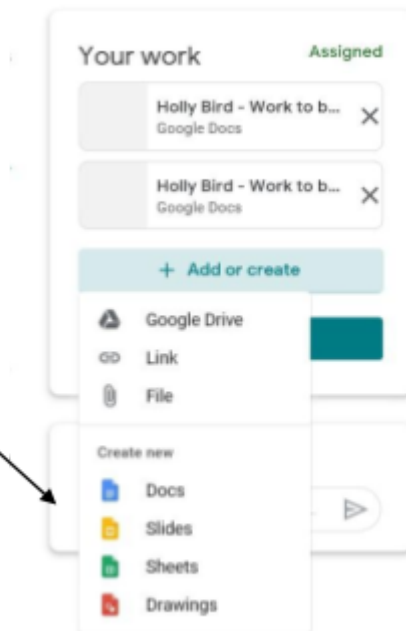


Click on view assignment

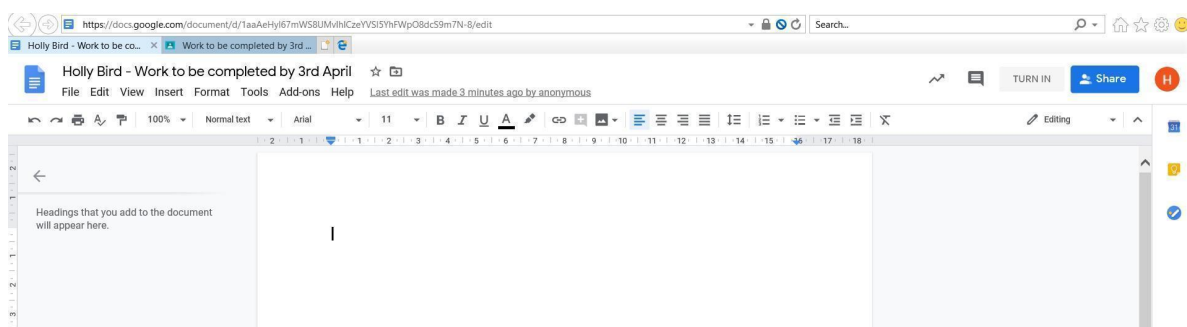
- Click on add or create



- Click on the type of document you want to create.



An online work document will open up on a new tab.



- You can save, or download this document onto your device using the file button.



- When the work is completed click on the 'turn in' . You do not need to save it as it saves automatically.



- This will bring you back to classwork page



Click 'Hand in'

- This will now show up on your teachers page as handed in with the attachments.



F.A.Qs

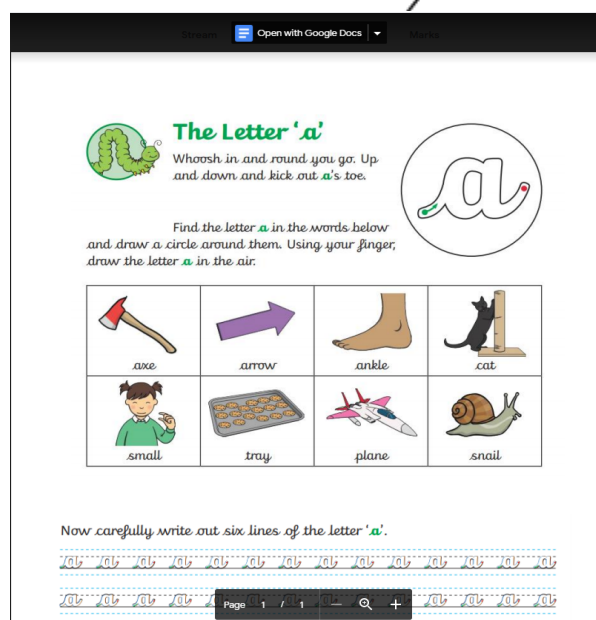
What happens if my teacher does not receive any work from me?

When submitting work, if you click “handed in” without attaching a document, your teacher will not see any of the work you have completed. If your teacher sees that you have regularly not submitted work, they will contact parents to offer support and guidance or discuss directly with pupils.

What if I do not have a printer and so cannot do my work?

You do not have to print work out. You can create a document (see page 11) and type your answers in there to later save and submit as instructed on page 6.

Alternatively you can download the worksheet (saved as an attachment by your class teacher) as a google doc by clicking [here](#)



By downloading it, you can then type your answers onto the worksheet directly. This can then be submitted as explained on page 8.

How do I practise my spellings and handwriting?

Practice spellings and handwriting by writing your spelling words/lists by hand on paper (preferably lined) with a pencil. If you are practising your phonic skills and letter formation, and cannot print out the sheets, practice writing the letters or sounds in a variety of more creative ways instead.

Example:



What if I do not have an electronic device?

If you do not have an electronic device, please contact the school office at admin@newberries.herts.sch.uk or phone.

What if I share a device with my sibling?

If you are sharing your devices with your sibling, organise a routine where one of you uses the device and their sibling later. Note: you cannot be in two google accounts at one time. You must log out of one account to access the other.

How do I know my log in for Google Classroom?

Log ins for Google Classroom (Numbots and Times Table Rockstars) can be found on the first page of your reading record.

When is Homework set?

Teachers will set homework by 3.30pm each Friday.

When is Homework due?

The following Friday, but you can submit your homework at any time. Note however, that if submitted after Friday your teacher may not make comments on it.

When are the class spelling tests?

Friday during lesson times.

Is Numbots or Times Table Rockstars completed via Google Classroom?

No. Use the following links to access these platforms.

[Times Table Rockstars \(TTR\)](#)

[Numbots](#)

What if my learning is too hard?

If learning seems too difficult, just try your very best. By submitting your work to your teacher, they will see that you have found it tricky and will speak to you about it.