



**Class Dojo, Google Classroom and Zoom Acceptable Use Agreement**

**1. Background**

- Garfield Primary School believes that the online learning platforms Google Classroom, Class Dojo and Zoom 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 Garfield's safeguarding arrangements.
- This document therefore sets out the terms under which Google Classroom, Class Dojo and Zoom should be used safely by Garfield's staff and pupils and in a manner that supports effective and appropriate teaching and learning.

**2. 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.

**3. Purpose**

- Garfield will provide every pupil with a unique, filtered and monitored Class Dojo (years 1 and 2) and Google Classroom (years 3 to 6) account for the purpose of facilitating distance learning.
- Class Dojo and Google Classroom accounts will be actively monitored by staff who can access all activity from the users.
- 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

**4. Online Meetings using video conferencing**

- At least once per week, Zoom or Google Meets meetings will be arranged to allow the school staff and children in each class to review their learning and catch up.
- Two school adults, normally the class teacher and teaching assistant, will attend each meeting.
- Pupils/parents/carers are not permitted to take photos, screenshots, or recordings of any video or audio from these video conference sessions.
- Cameras and microphones for these sessions will be controlled by the teacher
- While meetings are taking place, parents are responsible for making sure that their child's and household's behaviour is always correct and appropriate.
- The meetings are for children to interact with each other and with their teacher or school staff – at no point should parents try to speak to the teacher. If a parent needs to get in touch with the school, they should do so in the usual way.
- During these meetings, parents need to make sure that no inappropriate behaviour takes place either by their child or in the background of the video call – this includes inappropriate behaviour that might be seen on video or heard via the microphone.
- It is a good idea to change the background during a Zoom or Google Meets meeting to protect the privacy of your home and family.

## **5. Account security and safety**

- It is the responsibility of pupils to maintain the confidentiality of their Class Dojo / Google account information.
- Pupils will not share usernames, passwords, or other account information and will report any possible unauthorised 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 Class Dojo or 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 Class Dojo or Google accounts to share personal information such as full names, location, family information, phone numbers, etc.

## **6. Pupil use guidelines**

Class Dojo / 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 Class Dojo / 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

## **7. Privacy**

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

## **8. Internet usage**

- All internet access at school will be monitored and filtered to prevent access to undesirable content.
- Where pupils are accessing Class Dojo or Garfield 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.

## **9. Consequences of violation of this 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