**G-Suite Guidelines for Parents**

* Google classroom is part of G Suite. To gain access to the apps within G Suite for Education, students under the age of 13 must first obtain permission, as verified by acceptance on Aladdin permission. Only pupils whose parents have approved this acceptance via Aladdin Connect can join Google Classroom.
* G Suite for Education runs on an Internet domain owned by Scartleigh NS and is intended for educational use only. Scartleigh National Schools’ G Suite for Education domain is different from a personal Google account and is NOT open to the public. It is a safe and secure “self-contained” cloud-based system that is unique to our domain.
* By default, advertising is turned off for the school’s G Suite for Education domain.
* No personal student information is collected for commercial purposes.
* Student use of G Suite for Education is governed by Scartleigh’s Acceptable Use Policy. <https://www.scartleigh.com/wp-content/uploads/2019/05/Internet-Safety-Acceptable-Use-Policy.pdf>
* Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers.
* Students retain the intellectual property rights of any work that they create and store on the Google Drive. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.
* Access to and use of G Suite for Education is considered a privilege and is at the discretion of Scartleigh National School. Scartleigh National school maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe inappropriate use or breach of school policies have occurred.

**G-Suite Guidelines for Pupils**

By joining Google Classroom, you are part of an online school community which makes you a digital citizen.

A digital citizen must:

Respect themselves and others when interacting online

Protect private information by not sharing it with others

Report cyberbullying to a trusted adult

Balance the time spent online

* I understand that Google Classroom is a private account owned by my school and it is a privilege that I can use it for my learning.
* I understand that the information shared is in the interest of myself, my parents and the teachers involved with my class
* I understand that my parents are responsible for my Gmail account and have the right to supervise all of my activity on Google classroom.
* I understand that my teacher is in charge of the class page and can see my activity.
* I will complete tasks on Google Classroom to the best of my ability as I would in class.
* I will respond respectfully to my classmates as I would in class.
* I understand that Google Classroom is not to be used to communicate with other classmates without my teacher present.
* I will follow the Google Classroom guidelines above and conduct myself appropriately at all times.
* I will log out of the Gmail account when I am finished using Google Classroom for school work.
* If I don’t follow the rules of Google Classroom, I understand that my parents will be notified and I will no longer have access to Google Classroom.

**Google Meet Guidelines for Parents and Pupils**

**Our Golden Rules:**

1. I will be gentle and kind - I will not hurt anybody.

1. I will do my work well - I will not waste time.
2. I will take care of my school - I will not spoil it.
3. I will walk quietly in the school - I will not run.
4. I will listen in school / I will not disobey.
5. I will tell the truth - I will not tell lies.

**Google Meet Rules:**

1. Please show up at the scheduled time. Pupils will not be allowed to participate in the meeting after ten minutes of the call starting.
2. Find a quiet place in your home, free from distractions.
3. Maintain respect in both speaking and appearance.
4. Pupils cannot comment in the chat section during a call unless otherwise instructed.
5. We are using Google Meet for the opportunity to connect socially as a class. It will not be used for academic purposes. We use Google Classroom and Aladdin Connect for this.
6. The session will not be recorded.
7. Pupils are not allowed to use their phone to screenshot or record the call.
8. The pupil must leave the call when the teacher directs him/her. The teacher will be the last person to leave the call.
9. Stay on mute, only unmute yourself if you have a question or something relevant to contribute.
10. Please ensure your video is turned on.
11. Refrain from chewing gum, eating or drinking in front of the camera.
12. Parents have the right to supervise Google Meet calls. A parent should be present or in the vicinity whilst a call is ongoing

