

Google Classroom - Code of Conduct

Using Comments in Google Classroom

Google comments are an essential way for pupils to ask their teacher for help and address any misconceptions. It is essential that every pupil follows the Google Comments guidelines:

1. Pupils should use Standard English in comments to their teachers.
2. Pupils should only comment on the challenges set by the teacher, reply to questions posed by their teachers, contribute to a conversation started by the teacher or write a question/questions they would like to ask.
3. Pupils must not share the Google Classroom code with any third party.
4. In getting to know one another Year 7 pupils may wish to share information about themselves with their classmates, however, pupils should not share their personal data, such as address or telephone number
5. Any inappropriate comments will be recorded in a screenshot and sent to the Year Leader, who will communicate with parents/carers.
6. Where there are behaviour concerns or inappropriate comments the incident will be recorded by the member of staff and reported to the Year Leader. Parents/carers will also be notified and the full range of school sanctions will be used if necessary.
7. Pupils who are not following this protocol will be removed from the Google Classroom - the school will not tolerate any inappropriate comments or poor behaviour and will take swift action to deal with it.

