Use of Google Classroom and other learning tools

Remember that our Google Classroom and any other platforms and applications we use when learning are an extension of our school so the same rules apply. Everyone should feel safe and happy using them to improve their learning.

BE SAFE	GET INVOLVED
Feel safe. If you see anything that makes you feel unhappy or worried, please tell an adult.	**Join in.** You have great ideas and important things to say. We learn from each other when we share our ideas. Start with a short comment if you feel nervous.
Keep your personal information safe. Never share personal information. Only use your first name (and other people's first names) and never share your home address or any telephone numbers. Keep your login and password details private. If making video calls, try to use a plain background if possible.	**Always do your best.** Check through any written comments to see if they make sense, contain the correct punctuation and to ensure you have taken care with spelling. Do not use text speak or slang please.
Keep others safe. Be kind, friendly and polite when you are writing comments or joining in on a video call. Try to encourage others to enjoy learning and support them when they share their ideas. If you wouldn't say it, don't write it!	**Be yourself.** Don't copy and paste work then post it as your own. If you are inspired by someone else's idea, try to explain it in your own words. Record the name of anyone you are quoting. We have to respect copyright laws. These say we can't steal other people's work and pretend it is our own.

If you break these rules, especially those which keep you and others safe, you may lose the right to use these learning tools.