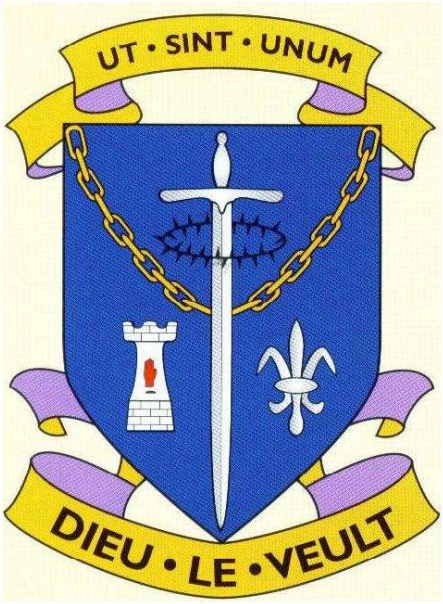
St Louis Grammar School Kilkeel



Goole Classroom Policy

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Introduction

This policy should be read in conjunction with the schools' Acceptable Use Policy and e-Safety Policy.

All registered users on the St Louis GOOGLE CLASSROOM are required to sign up to the GOOGLE CLASSROOM code of conduct when they log in for the first time. They must accept the conditions set out below in order to access any material.

If you have any questions about these conditions, please contact your St Louis GOOGLE CLASSROOM administrator, Mr Brown. Or, in his absence, Mr Haughian – IT Technician.

Please note these conditions apply to the whole duration of your time in St Louis.

If you breach any of these conditions, the school may regard this as misconduct. In appropriate cases the school will deal with such breaches under the school's Code of conduct set out in the Positive Behaviour policy and the school's 'Responsible Internet Use' policy.

Security

Each individual is responsible for the security and use of their Username and password. You are not allowed to use the account, Username or password of any other user. You must not disclose your Username or password to anyone else.

Communication

When using the GOOGLE CLASSROOM's communication facilities you must:

- Respect other people's views and beliefs.
- Only post comments that are appropriate to the particular discussion.
- Remember that you are conversing with real people and not with a screen name in cyberspace.

This will enable you to enjoy your interaction with fellow students and your tutors in a friendly and intellectually stimulating environment.

By contributing postings to any discussion forum within the GOOGLE CLASSROOM you are granting a licence to St Louis Grammar School to reproduce the content of your posting, and you are also granting a licence to other users to download or copy the content in accordance with these conditions.

When using the GOOGLE CLASSROOM's communication facilities YOU MUST NOT:

- Post anything abusive, defamatory, obscene or otherwise illegal.
- Copy or forward e-mail or any other private messages without permission.
- Include material which is confidential or the copyright of which is owned by someone else, unless you have first obtained permission.
- Post material that contains viruses or other programs that may disrupt the school's systems.
- Post any advertising or promotional material.
- Behave in an impolite or offensive manner.

St Louis Grammar School reserves the right to remove, vary or amend any of the content that appears on the GOOGLE CLASSROOM at any time and without prior notice.

When submitting postings or assignments within the GOOGLE CLASSROOM you must give due acknowledgement for material quoted from other sources, both within the GOOGLE CLASSROOM and elsewhere.

Copyright

Copyright of the study material and all other content of this GOOGLE CLASSROOM are owned or controlled by St Louis Grammar School.

You are permitted to view, copy, and print documents within this GOOGLE CLASSROOM subject to your agreement that:

- Your use of the material is for your own personal information and for non-commercial purposes only.
- You will not modify the documents or graphics in any form or manner.
- You will not copy or distribute graphics separately from their accompanying text and you will not quote materials out of their context.

Information we collect

In order to use the GOOGLE CLASSROOM you must have ‘cookies enabled’ on your web browser. By accepting these conditions you agree to allow certain information about you to be collected from the GOOGLE CLASSROOM

We collect your information by cookies. Cookies are small file structures used by your GOOGLE CLASSROOM to 'request' information from the computer you are using. This information is then returned to the GOOGLE CLASSROOM and stored. The types of information we collect may include usage statistics e.g. when users last logged into the system, when they accessed certain activities, or when they uploaded their assignments.

We use this information to help improve the GOOGLE CLASSROOM services by ensuring that the material and content of the courses accord with the users' requirement and also to make sure users are not having problems with access.

The usage statistics are visible to the GOOGLE CLASSROOM administrators and may be visible to your course tutors.

Data Protection

St Louis Grammar School will deal with your personal data in accordance with the principles set out in the Data Protection Act.

In general, any personal information that you provide to St Louis Grammar School will only be used within St Louis Grammar School and will not be disclosed to any other person. However we may share information such as your username and password/email address with other schools for cross school projects for purposes connected with your course and your use of the GOOGLE CLASSROOM.

Schools may require this information to deal with student queries such as password reminders and to provide notification that a particular service has been suspended for maintenance.

By accepting these conditions you are giving your consent to St Louis Grammar School to process your personal data for the purposes described in the preceding paragraph.

Disclaimer

Whilst St Louis Grammar School will endeavour to ensure that this GOOGLE CLASSROOM site is normally available 24 hours a day, the school will not be liable if for any reason the site is unavailable at any time or for any period. Access to this site may be suspended temporarily and without notice in circumstances of system failure, maintenance or repair or for reasons beyond the control of St Louis Grammar School.

This GOOGLE CLASSROOM may contain links to other websites outside the school's control; St Louis Grammar School is not responsible for the content of these sites. The School gives no guarantee that these links will work all of the time and it exercises no control over the availability of the linked sites. Likewise, references and links to any such websites must not be taken as an endorsement by the School of opinions expressed or services provided at those sites. The School takes no responsibility for the privacy policies of any linked websites.

Appendix 1 - St Louis GOOGLE CLASSROOM Code of Conduct

We hope you will find the GOOGLE CLASSROOM and all the resources contained within a useful aid to your studies during your time at St Louis. We suggest that you use the GOOGLE CLASSROOM to:

- Catch up on work missed if you are absent
- To communicate with your teacher and fellow pupils in an appropriate manner through the forums and chat facilities
- To upload work and assignments set by your teachers for marking
- To download and study course materials to help with revision

However, as with any ICT resources, before using the GOOGLE CLASSROOM you must agree to the following rules:

1. Every pupils has a username and password for the St Louis GOOGLE CLASSROOM. Under no circumstances should a pupil give their password to anybody else or attempt to log on as a different user or use a computer which is logged in as another user. Any problems with logging into the GOOGLE CLASSROOM should be reported to the GOOGLE CLASSROOM Administrator (Mr Brown).

2. The forum and message facilities provided via the GOOGLE CLASSROOM are only to be used if they are directly relevant to your course or issues surrounding your course. Under no circumstances may you use bad language when using any of these facilities.

3. Under no circumstances should students attempt to upload or share materials, web links or avatars that are considered to be offensive in any way. The definition of 'offensive' is broad, but clearly includes material that is pornographic, racist, sexist and abusive. The school will make a final decision on whether material is offensive.

4. Do not add anything offensive to your profile or add any personal and private information that you would not wish others to see.

5. All users must have first signed the schools ‘E-safety and Acceptable Use Policy’ prior to logging in to the schools’ GOOGLE CLASSROOM.

Please note: Any pupil found to be in violation of any of the above rules will receive a warning and may be banned from using the GOOGLE CLASSROOM and, in some cases, the entire Schools’ network. The full GOOGLE CLASSROOM Acceptable Use Policy is available from: **http://www.stlouis.org.uk/**

I agree to use St Louis’ GOOGLE CLASSROOM in accordance with the above code of conduct.
Signed (Pupil) :_____Date:_____