



Ελληνικό Σχολείο Ουαλίας

Greek School of Wales

## E-Safety Guidelines for Parents and Students

### Parents and Pupils Online Safeguarding

With the online use of different platforms such as Google Classroom and the application Google Meet it is important to remember that teachers and parents support and need to ensure that our students always stay safe online. With regards to the following:

### Online Advice for Parents and Students

Students and parents should discuss the points below and agree to behave in a way consistent with these statements:

- I will only use technology for school purposes as directed by my teacher.
- I will only use Google Classroom and Google meet as and when directed by my teacher.
- I will not record or take photos of my classmates or teachers during a Google Meet class
- I will not reveal my passwords to anyone or pass my gmail account to other applications
- I will be responsible for my behaviour and actions when using technology like Google Classroom, Google Meet and other interactive applications. This includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my parent or teacher.
- I understand that when using Google Classroom, Google Meet, and other applications provided by the School that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to help keep all students safe and that if they are not followed, parent(s) will be contacted.

## **Guidelines**

When using Google Meet do remember that this is an extension of the classroom and students should conduct as they would in a classroom. This includes:

- Video conferencing from an environment that is quiet, safe, and free from distractions. Be mindful of other adults and children in your home.
- Be on time for your online session.
- Be dressed appropriately for learning as for your classroom.
- Stay in one set place on a device.
- Remain attentive during sessions.
- Interact patiently and respectfully with your teachers and peers.
- You **MUST NOT** record each other's online interactions
- **Make sure you end the session as soon as the teacher indicates to do so**
- Contact teachers through the Google platforms or school email.

If you own a mobile phone, ensure is on silent during the lesson.

## **Behaviour management**

Poor online behaviour should be dealt with by the teachers and there should be follow-up contact with parents. Please, let the Headteacher know as appropriate for any Safeguarding concerns.

**Source: NRCSE, Department of Education**

**Adapted for The Greek School of Wales**