



Some guidance for the use of Google Classroom in school and at home

Ready	Respectful	Safe
<ul style="list-style-type: none">• You need to know your glow login and password.• Turn on notifications will help you know if something new is posted.• Check google classroom every day to find your learning tasks – SENIOR PUPILS.• Check google classroom on a Monday for your learning tasks – BGE PUPILS.• Make sure that you submit evidence of your work to your teacher. Either complete the task on google classroom or post photographs of written work that teachers can easily read.• Try and find a quiet place to work.• You, or your parent/carer can e-mail your guidance teacher for a password reset.	<ul style="list-style-type: none">• Be kind.• Use appropriate language in the conversation, just like you would in the classroom.• Google classroom is your learning area. Please do not use GIFs, emojis or text speak.• Try to make sure everyone feels included.• Follow the instructions your teacher has given you, so that the learning area is easy to use and learning is in the correct place.	<ul style="list-style-type: none">• Keep your login details private. Glow is a safe place for young people to learn.• Follow the instructions your teacher has given you.• Keep your personal information confidential.• Think about an appropriate profile picture.• If someone has been unkind, please tell your teacher.



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