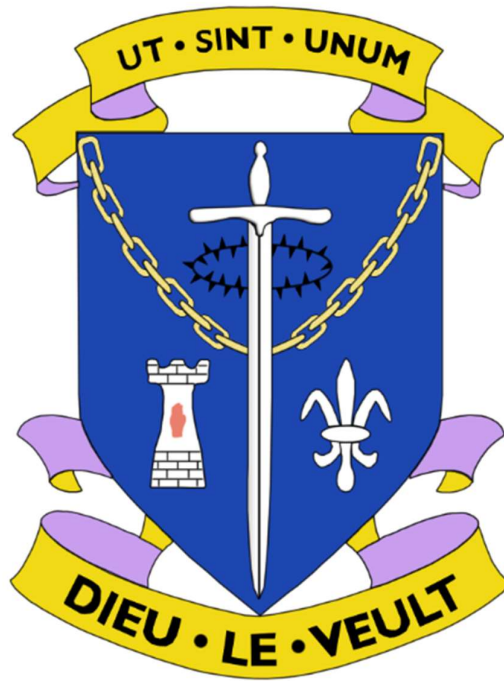


St Louis Grammar School

Google Classroom Policy



2026-2027

Date of Policy: September 2026

Last Reviewed: June 2026

Reviewed by: Mr T. Brown

Date of Review: September 2027

1. Introduction

This policy outlines the guidelines for using Google Classroom at St Louis Grammar School. It is designed to help everyone use this online learning platform safely and effectively, recognising the virtual classroom as an extension of the physical classroom. This policy must be read in conjunction with the school's comprehensive **Online Safety and Acceptable Use Policy**.

When you first log into Google Classroom, you will be asked to agree to the terms of the Code of Conduct. If you have any questions, please ask Mr Brown (Google Classroom Administrator) or, in his absence, Mr Haughian (IT Technician). These guidelines apply to your time as a student or staff member at St Louis. If you fail to follow these rules, it may be considered misconduct and will be dealt with under the school's Positive Behaviour Policy and the formal procedures outlined in the overarching e-Safety and Acceptable Use Policies.

2. Security

Each person is responsible for keeping their unique username and password safe and secure. Please do not share them with anyone else, and never attempt to use someone else's account.

3. Communication

When using Google Classroom's communication tools (such as discussion forums or messaging), all users must adhere strictly to the school's online communication protocols which foster and encourage an environment of mutual respect.

Be respectful: Treat others' views and beliefs with respect and ensure communications are professional in tone and content.

Stay relevant: Keep your comments related to the discussion topic or educational aim.

Remember you are talking to real people: Be mindful of your words and how they might affect others.

By posting content, you grant St Louis Grammar School permission to use it, and other users permission to download or copy it within these guidelines. When quoting other sources in posts or assignments, always provide proper credit to uphold copyright laws.

Please avoid posting, sharing, or communicating anything that is considered illegal, offensive, or inappropriate, including:

- Any material that breaches copyright, including music or video formats.
- Sharing private messages or confidential or proprietary information without express permission.
- Content that is abusive, hurtful, insulting, profane, defamatory, or derogatory to any member of the school community.
- Material that is pornographic, racist, sexist, discriminatory, or promotes hatred.
- Threatening behaviour, including the promotion of physical violence or mental harm.

- Materials containing computer viruses or other harmful files that could damage the school's systems.
- Advertisements or promotional content not approved by the school.

St Louis Grammar School may remove or change content on Google Classroom at any time without prior notice if it is deemed inappropriate or harmful.

4. Copyright

St Louis Grammar School retains ownership or control of the copyright of the learning materials and other content placed on Google Classroom. You may view, copy, and print documents for your personal, non-commercial use only. You must not alter the documents or graphics, or copy graphics without the accompanying text.

5. Information We Collect

To use Google Classroom, cookies must be enabled in your web browser. By using Google Classroom, you consent to the collection of certain information, such as when users log in, access activities, or submit assignments. This data helps us improve Google Classroom and ensure it meets educational needs. This usage information is visible to Google Classroom administrators and course tutors.

6. Data Protection

St Louis Grammar School handles all personal data in accordance with the GDPR Act and the school's Data Protection Policy. Generally, user information is only used within the school. However, information such as usernames and email addresses may be shared with other schools for collaborative educational projects, password reminders, and maintenance notifications. By agreeing to these conditions, you provide us with permission to process your data for these purposes.

7. Disclaimer

We endeavour to keep Google Classroom available at all times, but occasionally it may be unavailable for maintenance or due to technical issues. The school is not responsible if the site is unavailable. Google Classroom may contain links to other websites; we are not responsible for their content, nor do we endorse the opinions or services found on those sites. We do not guarantee these external links will always work and we are not responsible for their privacy policies.

8. Appendix 1 - St Louis Google Classroom Code of Conduct

We hope you find Google Classroom a helpful tool for your studies and work at St Louis. You can use it to catch up on missed work, communicate with teachers and peers respectfully, submit assignments, and download study materials for revision.

Before using Google Classroom, you must agree to these rules:

Account Security: Each person has their own username and password. Never share your password or try to log in as someone else. Report login problems immediately to Mr Brown / Mr Haughian.

Reporting Harm and Misuse: You must immediately report any inappropriate or unpleasant material, including content which is illegal, offensive, or of a bullying type nature, to a member of staff or the E-Safety Coordinator.

Appropriate Communication: Use forums and messaging for professional, course-related discussions only. You must not use strong, abusive, or inappropriate language.

No Offensive Content: Do not upload or share offensive materials, including material that is pornographic, racist, sexist, or abusive. The school retains the authority to decide what is considered offensive.

Profile Information: Do not add offensive content or personal information you would not want others to see.

System Misuse: You must not engage in any activity that circumvents the filtering or other safeguards employed by the school, including using proxy sites or attempting unauthorised access.

Online safety and Acceptable Use Agreement: All users must have signed the school's Online Safety and Acceptable Use Policy before using Google Classroom.

Important Note: Violations of these rules will be treated as serious misconduct and may result in sanctions imposed under the Positive Behaviour Policy. Sanctions may include internal disciplinary measures, permanent loss of access to Google Classroom or the school network, informing parents/carers, and involvement of external agencies including the Police, particularly if illegal activity is suspected.

9. Agreement for Staff and Pupils

I agree to use St Louis' Google Classroom in accordance with the above code of conduct and the wider E-Safety and Acceptable Use Policies.

Signed (Pupil/Staff): _____

Date: _____