

Email Content:

Dear Parents/Carers,

Mrs Wilford notified you in last week's newsletter that we have been working hard on launching Google Classroom at Wootton. This application is part of our school's G Suite for Education package which, until now, we had been using for staff emails, calendars, meetings, etc. Within it though was the ability to create accounts for our students, which in turn, allows access to a host of very useful educational tools that during current conditions are perfect for remote learning. Mrs Wilford detailed in last week's newsletter that until the end of this half term there is no expectation that all students must activate and use their account, but from June the school will be using Google Classroom as the main method to communicate work to children should the school remain closed. We felt this gave children, parents and staff the time required to learn and investigate the system.

**There are two attachments to this email and both are important.**

The first is a Parental Consent form. This form details specifically what your child's account will be, how it will be monitored and also how Google uses data gained from the account. It also details which applications your child will have access to when logged in to their Google/School account. Also, it includes answers to some frequently asked questions that are common worries when creating G Suite accounts for children.

The second attachment is a revised ICT Use Agreement. All children in school are aware of the risks of using ICT online and we teach methods to mitigate these risks. With the launch of a new system that further increases a child's online presence it was prudent we update this agreement. **We ask that** you as parents will also need to be increasingly vigilant with your child's use of G Suite functions at home as it is something we have less control over with the majority of children not being in school currently. This is not to say we don't have the ability to check on student's use of G Suite; we do and will monitor for misuse.

Both of the letters have a slip that, in normal circumstances, we would collect and store in your child's file.

**Please DO NOT sign and send these back to us or even reply to the email with consent.**

To streamline the launch we are asking only for parents/carers who **DO NOT** consent to the creation of an account or agree to the new ICT use agreement to respond.

**You will need to have done this by 12pm on Thursday 7<sup>th</sup> May.**

When we return to school it is very likely that Google Classroom and Gmail will be used for communication of homework, something many schools are already doing. Of course we can still provide hard copies of work (and homework in the future) for anyone who doesn't have online access or children that prefer to work on a hard copy.

Below is a link to Common Sense Media. A great website for expert reviews, objective advice, helpful tools, etc. relating to media and technology accessed by children. The link directs you to an article specifically regarding Google Classroom:

<https://www.commonsensemedia.org/parents-ultimate-guide-to-google-classroom>

There will be a follow up email soon that will contain details of how to activate your child's account. It will also contain guides and website links to provide support in using G Suite for Education with your child.

If you have any questions or worries please don't hesitate to get in contact with the school by emailing: **gsadmin@woottonpri.iow.sch.uk** and we will endeavour to help where we can.

Kind regards,

Mr Billington