SWMS Online Google Classrooms:
Information, Guidance and Safeguarding Information

How are accounts created and managed?

- When a student requires access to our online Google Classrooms facility, SWMS admin will create and issue a SWMS google account connected with our Google For NonProfit Google Suite
- All account, password and login information will be delivered to parents and students via an official @swms.org.uk email address with passwords sent separately
- We ask parents to ensure students understand the importance of not sharing their account information with anyone else
- All accounts are overseen by SWMS admin team who can suspend or deactivate any accounts if necessary
- For students under 16, parents are asked to manage and set up the google accounts in accordance to Google's rules, entering their own information during setup in acknowledgement that they are happy to manage all use of the account

What is included in a student Google account?

- The SWMS Google account is primarily there to allow students access to the Google Classrooms app.
- For safeguarding reasons, the SWMS student Google accounts do *not* enable access to Gmail, Google Chat, Hangouts or Meet. If anyone has specific safeguarding concerns about the use of SWMS online Google environment, please contact Jennie Troup jennie@swms.org.uk
- Students will have access to personal SWMS Google drive space to upload and store work. They also have access to SWMS Google Spreadsheets, Google Docs, Slides and Jamboard to help with any planning work
- Students can send messages within Classrooms. These can be public messages to the whole group or sent as private messages. A SWMS team member is placed within every Google Classroom and will be able to read all private communication between students and tutors

What is the Google Classrooms app?

- The Google Classrooms app acts like an online 'hub' where we can invite specific groups of students to different 'classes'
- Once a student has accepted their invite for a specific class, they will be able to access any resources placed there by the tutor (for example, videos, background topic information or pre-workshop assignment tasks)
- The Classrooms enable students to leave questions and messages to tutors and fellow students online in a safe and controlled space
- The Classrooms enables students to upload, store and 'hand in' work to tutors, such as a post-workshop assignment task or completed composition

Online Behaviour Expectations

- We expect all students to behave within the SWMS Google Classrooms as they would do when communicating with tutors or other students during a normal SWMS activity in person
- It is the student and parent's responsibility to keep passwords stored securely to avoid allowing others to access the Classrooms with or without their knowledge. If you are concerned your account has been compromised or password inadvertently shared, please change your password immediately and, if further action is required, let us know immediately by contacting either Tracy Hill t.hill@swms.org.uk or Jennie Troup jennie@swms.org.uk
- If you have any complaints or concerns about online conduct within SWMS Google Classrooms, please get in touch with Tracy Hill t.hill@swms.org.uk