



1) Helping your child access their Google account for the first time

Either on the 26th or 27th March, you will receive an email address and password for your child through the email address you've provided to the academy. If you have not provided an email address, please contact us using one of the email addresses below and we'll get back to you as soon as we can.

For a short video demo on accessing your account, type in the link below or scan the QR code...

https://drive.google.com/file/d/15VQEDa1iA1_gVyJcUwIw4Pd6w-x9KnMP/view



2) Details about activities on Google Classroom

Some of the activities you may see include...



- A question – Individual questions for children to type an answer to. They can also comment on other people's answers too.
- A quiz using google forms – there are different types of questions, just follow the instructions to complete
- A longer written task using Google Docs – Google Docs is very similar to Microsoft word and other word processing software. If you're having difficulties, there is a link to the google support pages at the bottom of this page.
- A spreadsheet based task using Google Sheets – Google Sheets is very similar Microsoft Excel. Again, see section 5 if you're stuck.
- A presentations based task using Google Slides – You guessed it, this is very similar to Microsoft Powerpoint. Support in section 5 if required.
- Activities may also have links to other websites, video clips, PDF documents etc, or may be instructions for tasks that do not require any screen time or online presence.

At LaceyField, we intend to use Google Classroom to send out activities on a Friday that will keep children going for the following week. This is so that parents and carers can access these tasks first to see which they might be able to help their children with and which they might ask children to do on their own. This ensures that children have plenty of structured tasks, but also means they have time to explore other subjects, interests and activities such as those suggested on the home learning sections of our websites (https://www.eastfield.lincs.sch.uk/home_learning/home_learning.html or https://www.laceygardens.lincs.sch.uk/home_learning/home_learning.html). It also means that you are not overloaded with updates and additions each day. The days given for tasks are guidelines, not expectations. Complete them as and when works for you.



3) How to access support if you need to

If you are having difficulties with specific apps (like Google Docs, Google Sheets or Google Forms, the first port of call should be the Google support pages...

<https://support.google.com/docs/?hl=en#topic=1382883>

For online safety advice, you could visit...

<https://www.saferinternet.org.uk/blog/free-internet-safety-resources-parents>

<https://nationalonlinesafety.com/guides>

Otherwise, you can always contact the school offices by emailing...

office@eastfieldinfants.co.uk

office@laceygardens.co.uk

Or you can call the offices on the usual telephone numbers.



National Online Safety

#WakeUpWednesday



Online Safety Tips For Children

Do's



Don'ts

1 KEEP YOUR PERSONAL INFORMATION PRIVATE ONLINE

Only share it with people you know like friends and family. Ask a trusted adult, like your teacher or a family member, to help you change your privacy settings so that strangers can't see it.

2 SPEAK POLITELY AND BE KIND TO OTHERS WHEN YOU SPEAK TO THEM ONLINE

Treat them like you would treat them in real life and always remember your manners.

3 TELL A TRUSTED ADULT IF YOU ARE BEING BULLIED ONLINE

If other another person is sending you nasty messages, a trusted adult will be able to help you collect evidence and report the person to the relevant authorities.

4 USE PASSWORDS TO PROTECT YOUR PERSONAL INFORMATION

Ask a trusted adult to help you create a password that you can easily remember but which is hard for other people to guess.

5 ALWAYS CHECK WITH A TRUSTED ADULT FIRST BEFORE USING A DEVICE OR DOWNLOADING A NEW APP

This is so that they can check it is safe for you to use and make sure the privacy settings are right.

6 TELL A TRUSTED ADULT IF YOU SEE SOMETHING ONLINE WHICH YOU DON'T LIKE

This can include anything that upsets you, makes you feel sad or which you're unsure about.

7 USE THE INTERNET TO HAVE FUN AND TO HELP YOU FIND OUT INFORMATION ABOUT THINGS

Remember to ask your trusted adult for help and always use child friendly search engines so that the information you get back is safe.

1 ACCEPT FRIEND REQUESTS FROM STRANGERS OR PEOPLE YOU DON'T KNOW

Always tell a trusted adult if somebody you don't know tries to contact you online.

2 SPEND TOO MUCH TIME ON YOUR DEVICE

Instead, go out and play with your friends, get some fresh air and try to exercise more. This will help you stay fit and healthy.

3 REPLY TO MESSAGES FROM ONLINE BULLIES OR PEOPLE WHO SEND YOU NASTY MESSAGES

The most important thing to do is to tell a trusted adult and then block the person from contacting you.

4 COPY PEOPLE'S WORK ONLINE OR PRETEND IT IS YOURS

This is called plagiarism and can get you into a lot of trouble.

5 BE MEAN OR NASTY ONLINE

Behave online like you would in real life and don't post anything that can make you look like a bad person. Things that you post online can stay there for a very long time.

6 USE YOUR DEVICES CLOSE TO BEDTIME

This will allow your brain to rest so that you can get a good night's sleep, stay focused at school and perform better in class.

7 SHARE PERSONAL INFORMATION ON THE INTERNET WITH STRANGERS

Always tell a trusted adult if somebody you don't know asks you for your personal information.

