

Dear Parent/Guardian,

Google Classroom is a secure learning network for teachers, students and schools. It provides a safe way for us to connect and share content.

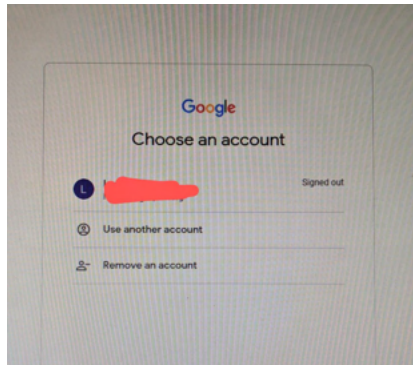
Google Classroom is accessible through the Internet and through any mobile devices with Internet capabilities—including iPhone, iPad and Android devices. Initially we will be using Google Classroom to share videos created by teachers with story times and mini lesson clips. We will continue to share home learning via email and our school website.

Instructions for download and access

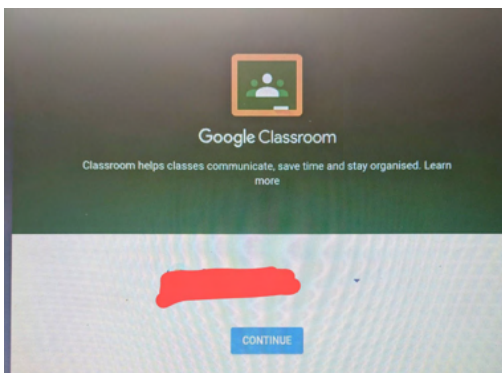
Google Classroom can be accessed through a free App either on the Apple Store or Google Play on both Apple and Android devices as well as through the internet on laptops or desktops. If accessing on the internet on a laptop or desktop, type in **classroom.google.com** into the address bar. Children will see a log in screen and will need to use their LAP email to enter their username. (This is their @lapsw.org email, if you are not sure please contact their class teacher through their class email)

For example **j.smith18@lapsw.org** on the first screen and press 'next' their password needs to be entered on the second screen. All passwords have been shared with children, if you are unsure of your child's log in information please contact the school office. They will then need to select the role of student by clicking on the correct icon. Once they have clicked their role, they will enter their classroom and see their available classes. They will then need to accept the invitation to their class by clicking join and then the children will be able to see their class stream. The 'stream' which is the front page, is where teachers' direct children to learning videos and would be the best place for children to explore when they first access their classroom.

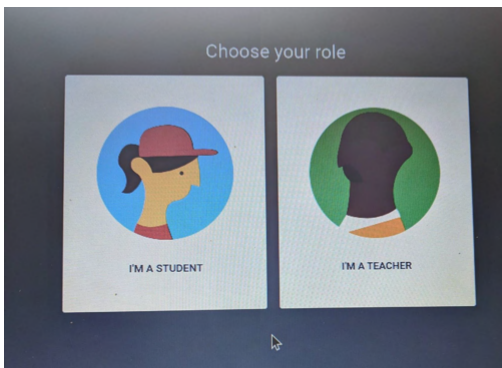
Google Classroom is used as an educational tool and will be used strictly for educational purposes.



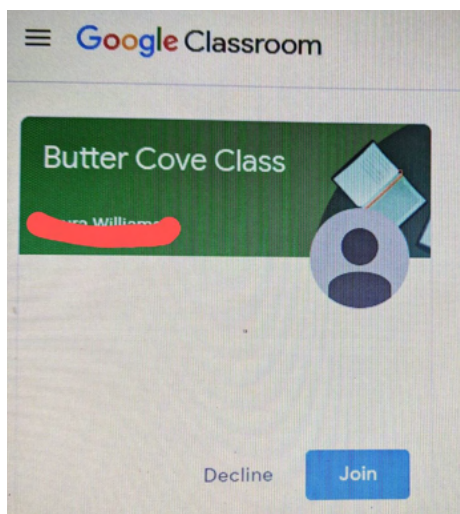
When you type classroom.google.com into your search bar you should see this screen. This is where your child will enter their username e.g. **j.smith18@lapsw.org** and then their password



You may then see a message with the Google Classroom screen where you will need to click continue.



A message asking your child to confirm their role as a student will then follow.



They will then enter their classroom stream. Here they will see their class name and they will need to click 'join' to accept their teacher's invitation to their class.