Dear Parent,

RE: Use of Google Classroom using C2K accounts.

To facilitate remote learning, the use of Google Classroom has become paramount over the last few months. This has enabled our staff to continue supporting and educating our boys while remaining at home. We all have been learning about the functionality of this virtual platform and realise there are opportunities, by making a few changes, to improve the connectivity with parents/guardians. From the outset, we have asked that students to log in using **c2k usernames**, although many seem still to be using private emails. In preparation for September, we are endeavouring to address this matter across the entire school population. We believe, that with this change, we can improve the functionality of the platform.

Google Classroom log in using C2k: All students must now sign into Google Classroom with their c2k email accounts (*username*@c2ken.net) as they can access multiple benefits when logged in under this account, as opposed to a personal account.
For example, Parents/Guardians can receive weekly summaries via email for boys signed in under their @c2ken.net account, an option not available to those signed in under personal accounts. This allows Parents/Guardians to see summaries of assignments set in each subject and whether or not their sons have completed these assignments.
When boys sign in under their c2k account, if they have not already been using it, and re-join their classes, their past assignments will appear marked as incomplete (even though they already completed them). Please reassure your son that they do not have to resubmit their work. They can simply mark it as completed if they have submitted it before.

How to access all Google Classrooms: Pastoral Classrooms have now been created to help communication with students in each Year Group. Students can sign into the MySchool homepage where the Pastoral Google Classroom code is displayed in the Notices section. By joining the Pastoral Year Group Classroom, he can find the codes to all his academic based Google Classroom classes again.

Online safety: Another benefit of having all boys signed in under the c2k domain for Google Classroom is the high standard of regulation which will improve online safety when the boys are using this platform to communicate, offering reassurance to parents and staff alike.

Pupils have already received guidance and communication from teaching staff regarding this change. We are now asking all parents and guardians to ensure your son has made this change. If you require any further assistance, please contact the relevant staff member listed below.

Technical Matters: Mr Kevin O'Kane - ICT Manager (kokane550@c2ken.net)
Teaching & Learning: Mrs Lois Stewart – VP Curriculum (lstewart776@c2ken.net)

Yours sincerely

Mrs Lois Stewart   Mr Kevin O'Kane
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