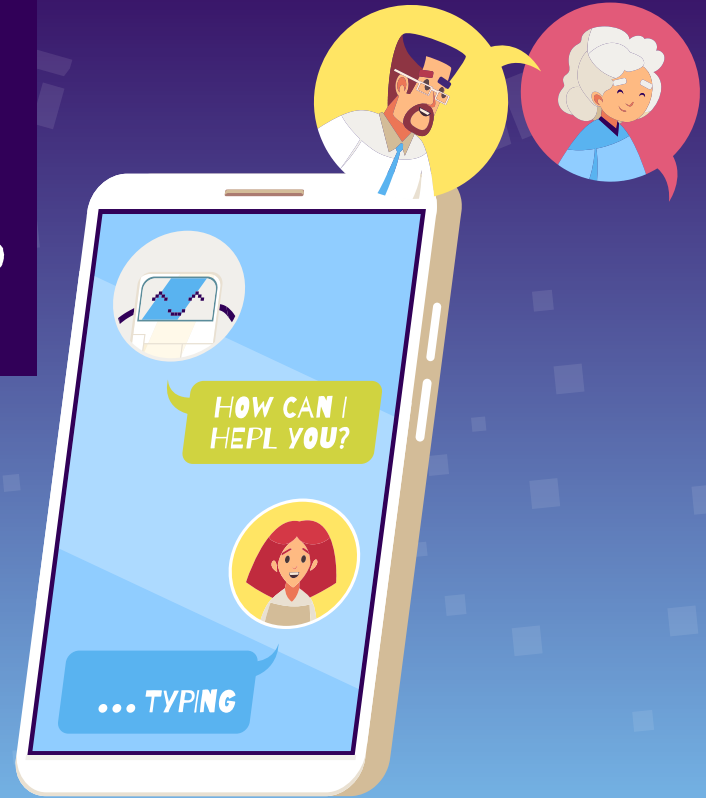
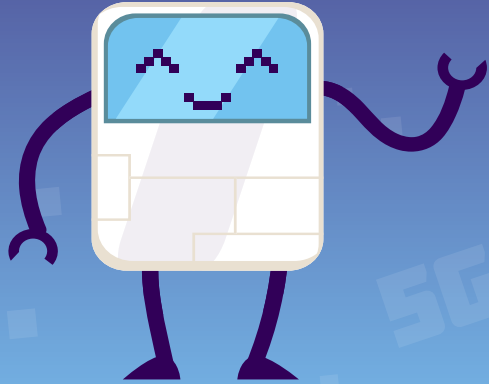


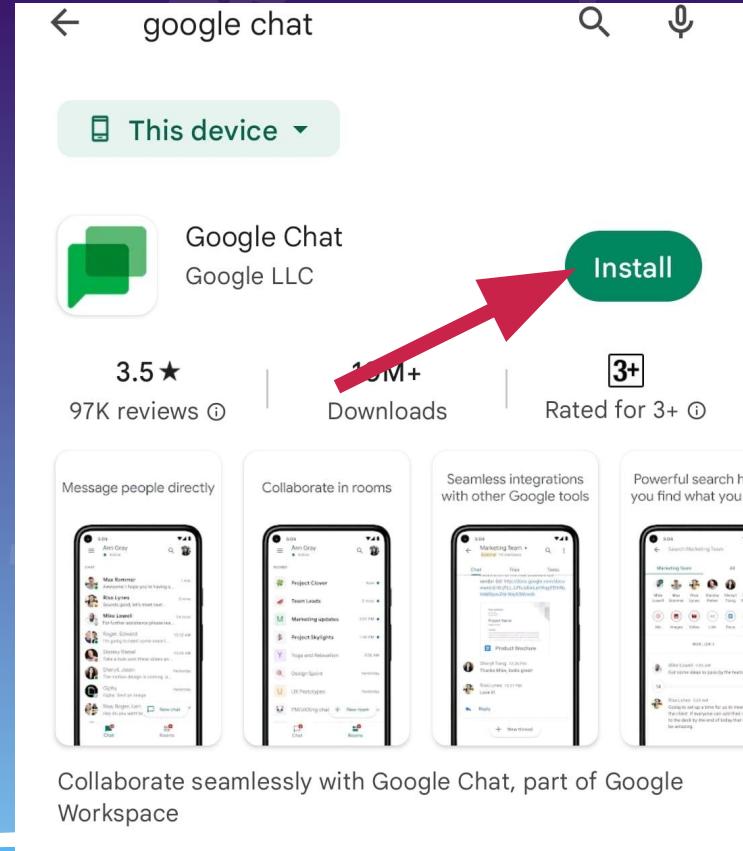
How can I use Google Chat to communicate with my child's teachers?



Step 1



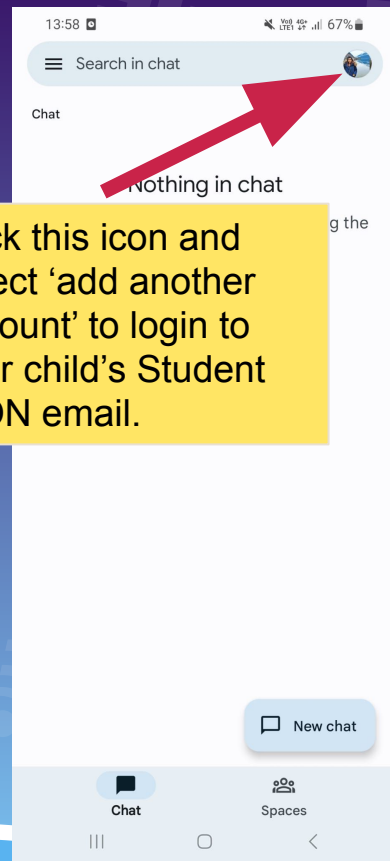
Install 'Google Chat' on
your phone via your
phone's App/Play Store



Step 2



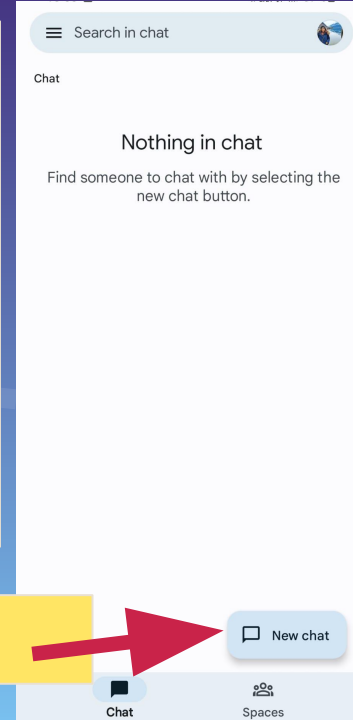
Open the 'Google Chat' app
and login to your child's
Student iCON email.



How to start a private chat with your child's teacher?

Once logged into your child's iCON email account, select 'New Chat' to start a private chat with your child's teacher.

Tip: This feature may be useful to privately inform teachers about your child's absence from school.



Add Teacher's iCON email here.

Person, space or app

Create a space

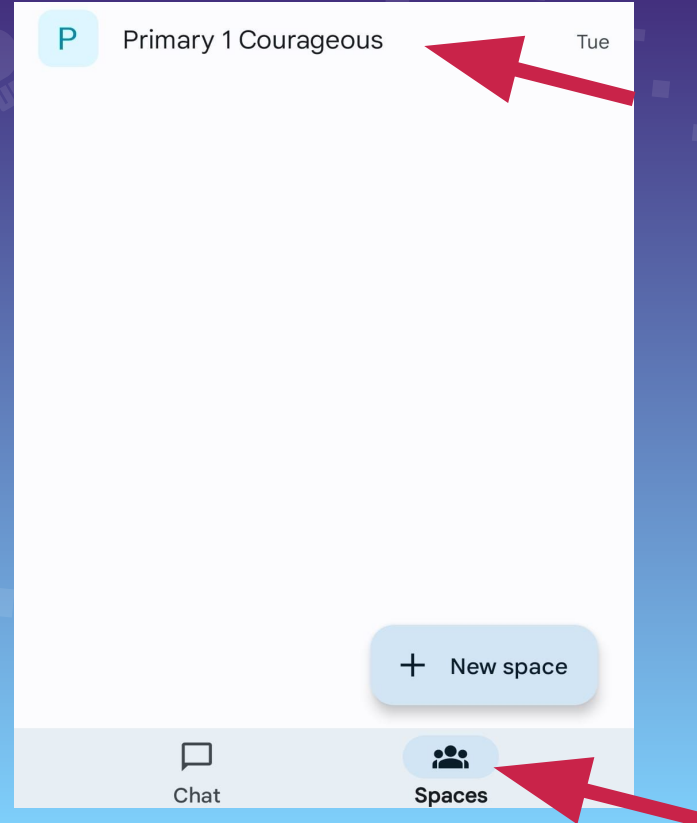
Browse spaces

Find apps

Message requests

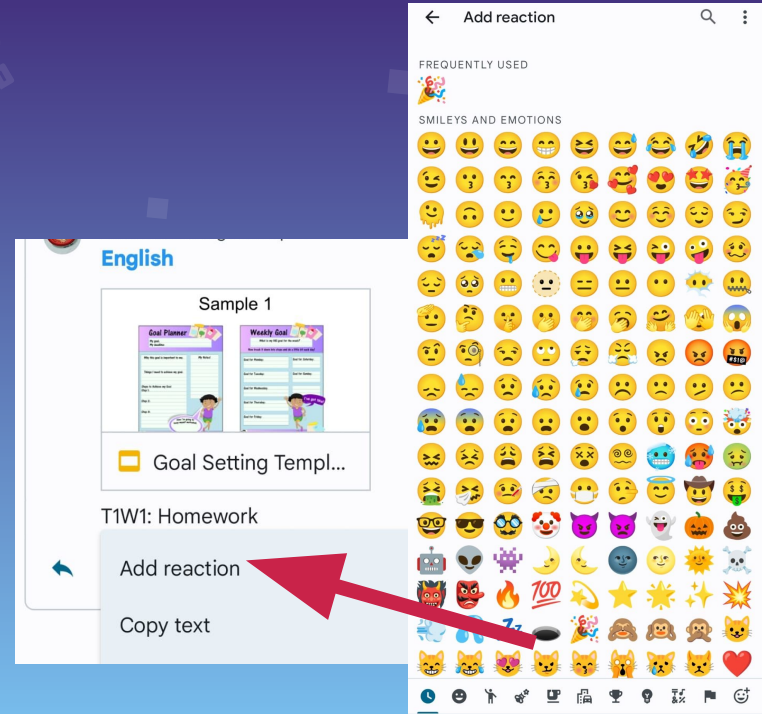
Visit your child's Class Space to view teachers' messages for the class.

Select 'Spaces' and click on your child's class space



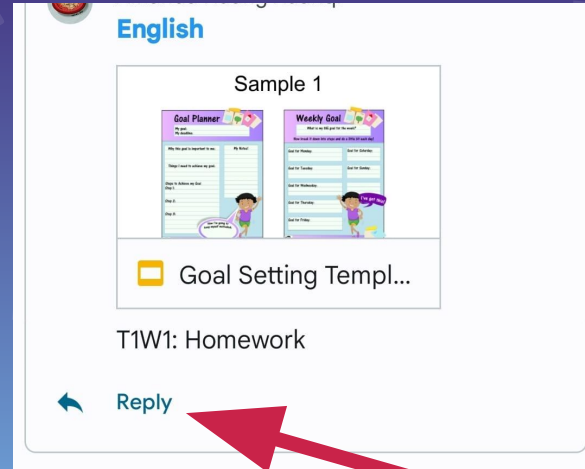
How to add reactions to messages?

Touch and hold a message posted by your child's teacher to 'add reaction' if it does not require a reply.



How to reply to a message?

Click the 'Reply' option found below the message.



Other useful features:

1. Parents can click to download files (e.g. the *class timetable*) shared by teachers.
2. Teachers may pin upcoming events as reminders in the 'Task' tab.

Guidelines for the use of Google Chat

1. Kindly use this platform for communication only during working hours (7 a.m. to 5 p.m.) unless there's an emergency.
2. Comment in **group space** to seek clarification on teachers' posts.
3. Use the **Chat function** to communicate directly with the teacher for personal matters pertaining to own child (e.g. absence reporting).

