

October 20, 2016



## GOOGLE APPS FOR EDUCATION ACCEPTABLE USE POLICY

Beginning this month, each Saint Charles Borromeo seventh and eighth grade student will have access to Google Apps for Education (GAFE). The Google Apps “suite” includes Docs, Sheets, Slides, Calendar, Gmail, Classroom and many other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student’s Google Apps login allows them to access our classroom mobile devices, the Chromebooks.

In order to create a safe, effective way for students and staff to communicate with one another, Saint Charles Borromeo School issues to each a student a GAFE account under the domain **@saintcharlesschool.org**. Students access their account using Gmail. Saint Charles Borromeo School is required by the Child Internet Protection Act (CIPA) to have measures in place which protect students from harmful materials. As such, Saint Charles Borromeo School takes the following steps with student email usage:

- Students are only allowed to email staff and other students in the Saint Charles Borromeo School domain. They cannot send emails to any address that does NOT end in @saintcharlesschool.org. This applies to receiving emails as well. All email to students from outside of Saint Charles Borromeo School will be blocked.
- Student email is archived internally, and is searchable by school administrators at any time, should the school deem it necessary.

Saint Charles Borromeo School also has the duty to abide by the Children’s Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing the Google Apps core suite which includes Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites.

Saint Charles Borromeo School will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student’s email account, and/or their student’s Google Apps for Education files. School staff are responsible for monitoring a student’s behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times.

Students that adhere to proper use of Google Apps for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their Google Apps account, and thus should remain committed to using it academically and professionally.

- Students will avoid, at all costs, using their Google Apps for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Saint Charles Borromeo School staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, Google Apps for Education is considered a privilege and benefit to students in our school. Saint Charles Borromeo School maintains the right to revoke the access and use of the Google Apps Suite, including Gmail, where the school has reason to believe violations of law or school policy have occurred. Under normal circumstances, the school will follow the discipline process outlined in the family handbook.

**Student Google Apps for Education Agreement**

MUST BE SIGNED BY STUDENT

I have read the terms and conditions of this policy and I agree to follow them:	
Student Name (PRINT):	
Student Signature:	Date:

**Parent Google Apps for Education Agreement**

MUST BE SIGNED BY PARENT or GUARDIAN

I have read the terms and conditions of this policy and I agree to follow them. I also give consent for Saint Charles Borromeo School to provide personal student identifying information (first and last name, user name) to Google Apps for Education.	
Parent/Guardian Name (PRINT):	
Parent/Guardian Signature:	Date: