

Google Apps for Education User Expectations/Policy

Google Account

Google Apps for Education offers a free set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. The free tools provided by Google are available to students both at school and at home and work on any device that has an internet connection.

Students will use Google Apps for educational purposes. As per school policies, activities requiring internet access are supervised at school. The school is in control of which Google services it provides for student use. As part of the Seeds of Health Acceptable Use Policy, teacher supervision and spot checking student accounts can be used to ensure students' use of digital tools follows school policy.

Student Acceptable Use Policy

In order to use Google's services, all participants must be aware of, agree to, and adhere to the following:

- When utilizing Google Apps for Education services, students must abide by the Student Acceptable Use Policy. A copy of the Student Acceptable Use Policy is available for your review on the school's website under Parent Information.
- As stated in the Student Acceptable Use Policy, each school has the ability to monitor students' data.

General Behavior Expectations

- Be polite at all times.
- Use appropriate "school" language at all times.
- Don't type abusive, hurtful, or gossip-like messages.
- Notify a staff member if you are aware of any improper behavior/use and/or cyber bullying.
- Respect other students' privacy. Do not reveal name, home address, email, or phone number of yourself or other students.

Google Apps for Education Acceptable Use and Expectations

1. Students must follow all rules, regulations, and guidelines already covered by the Student Acceptable Use Policy. In addition, all local, state, and federal laws still apply to the use of Google Apps for Education. Students may not do anything illegal, immoral, or otherwise deemed inappropriate by outside laws and all other school policies including the school's respect, bullying and/or harassment policy.
2. Students must agree and adhere to the Google Terms of Service that will be presented for review when the account is created.
3. Students should only use Google Apps (including email) for use on school projects and for educational purposes. Students using Google Apps for their own purposes are cautioned that Seeds of Health offers no guarantees to the safety of ANY data in its Google Apps system.
4. Students, when sharing a document, spreadsheet, presentation, or other file with other users, agree that:
 - a. all users are agreeable to receiving an invitation to collaborate,
 - b. all users must report any violations of any school policies or government laws immediately,
 - c. all users must be treated with respect, and
 - d. all users are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws, and guidelines.
5. Students should also follow all of the above guidelines in the case of a shared space (i.e. Google Sites). In the case of Google Sites that need to be marked as "public" in order to be visible throughout

our school community, users must not give out the addresses of such Sites to people outside our school community unless permission has been granted by the teacher.

6. Students may not partake in deliberate destruction or vandalism of other users' data or shared data. Nothing may be deleted without the permission of the person who created it.
7. Students may not use Google Apps to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. School employees have the right to monitor all postings and activity in Google Apps.
8. Students must protect their login and password information, as well as class passwords (if any). If participants suspect that a password has been compromised, they must notify a staff member immediately.
9. Students are expected to grant their parents access to their account if requested. If a student does not comply with the request, parents can contact the school to request access.
10. Students are expected to follow all the above rules and expectations. While in the classroom, teachers will make every reasonable effort to monitor student conduct related to class content.

Access Restriction

Access to Google Apps for Education is considered a privilege given at the discretion of the school. The school maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the administrative staff for further investigation and account restoration, suspension, or termination. The school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. When a student graduates or leaves a school, their account will be terminated.