

## **G Suite for Education Accounts (Google Accounts)**

Students in **Saint Philip Preparatory School** will be provided with G Suite for Education accounts. Students will receive an official **@stphilipprep.com** address that will grant them access to the G Suite for Education, which provides free Internet-based programs such as Gmail, Google Drive, Meet, and Classroom. The purpose of these accounts is to increase the collaboration among teachers and students, as well exposing students to skills important for 21<sup>st</sup> Century learners.

These accounts are intended to enhance students' learning. Teachers will be using G Suite for Education for posting lessons, assignments, resources, and discussions. Since this is an Internet-based service, students will have access to their accounts both in school and at home. This enables students to easily access their classwork at home and vice versa.

The student accounts are to be used for educational purposes only. As such, the following measures will be enacted:

- Student email accounts are limited to sending and receiving inside of **@stphilipprep.com**. Students will only be able to send and receive emails from other students and teachers in the school.
- Every student email sent and received via their **@stphilipprep.com** account will be archived; school and academy personnel will review and monitor these archives for inappropriate student behavior regularly. In the case that a problem is found, action will be taken in accordance with the school's discipline policy.
- Students are to use the accounts in accordance with the schools Acceptable Use Policy. Parents are responsible for monitoring their child's use of G Suite for Education while at home.
- The school reserves the right to suspend any student's account found to be in violation of the school's Acceptable Use Policy. In such cases, the student will be referred to the administration for further action.

Additional notices and compliances:

- **Children's Internet Protection Act (CIPA):** In compliance with CIPA the school provides filtered Internet to students, as well as lessons in digital citizenship as to appropriate online behavior. While in school, student G Suite for Education is accessed via the content filtered Internet.
- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. Google Advertising is turned off for G Suite for Education users. As such, no personal student information is collected for commercial purposes. The school's use of student information is solely for educational purposes.
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents rights to review student records. Parents have the right, at any time, to investigate the contents of their child's email and G Suite for Education files.

## Family Agreements and Signatures

I hereby release **Saint Philip Preparatory School** and its personnel from any and all claims and damages of any nature arising from my child's use of or inability to use the school technology, including, but not limited to, claims that may arise from the unauthorized use of the Chromebook to purchase product or services.

I understand that it is not possible for **Saint Philip Preparatory School** to restrict access to all materials, and I will not hold the school responsible for materials accessed on the Chromebook. I also agree to report any inappropriate Chromebook use to school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

To have access to the Chromebook and charging unit, we agree to abide by this entire contract. Both school and parents share the responsibility to educate students concerning ethical use of technology.

I accept responsibility for damages to the Chromebook caused by enrolled student, their parents, siblings, friends, or any other user.

I have read and discussed this Contract and the Acceptable Use Policy with my child and agree to abide by the rules set forth in this document and the Student Handbook.

I give my child permission to use G Suite for Education. By doing so, I agree to enforce acceptable use when my child is off school property.

I give permission for my child and the school to publish student work created in G Suite for Education online, with the understanding that student's last names and confidential personal information will not be published.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Students: Please sign.**

I will be cautious when communicating online.

I will not post any private information about others or myself while online.

I will not share my username or password.

I will use school technologies for school-related activities.

I will follow the same guidelines for respectful, responsible, behavior online that I am expected to follow offline.

I will alert my teacher and the **Saint Philip Preparatory School** school's IT person of any problem with my Chromebook or any inappropriate content.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_