



## Delaware County Christian School Middle and Upper School Google Workspace for Education Agreement

**Google Workspace** is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered working “in the cloud.” The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any internet connected device.

**Google Workspace for Education** is a special setup of the popular Google Apps, tailored specifically for educational institutions. Accounts are managed by the school (and not by Google) and all advertisements are turned off. This service is available through an agreement with Google and Delaware County Christian School. Google Workspace for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Each student will be issued a dccc.org email address which will serve as their login to Google Workspace for Education.

The Google agreement with DC provides access to Google applications and storage. While Google hosts these services off-site, DC maintains the ability to manage users, groups and settings, much like other locally hosted systems. Students have no expectation of privacy in their use as school administrators have the right and ability to monitor user accounts for policy and security enforcement. This means that DC can grant and revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

DC students will have access to the core suite of Google Apps which include, but are not limited to, Gmail, Drive, Calendar, Docs, Sheets, Slides, and Sites.

All Middle and Upper School students are required to agree and adhere to the following:

- Agree to Google’s Workspace for Education terms of service found at [https://workspace.google.com/terms/education\\_terms.html](https://workspace.google.com/terms/education_terms.html).
- All school communication will use this email account. Students are expected to check their email daily.
- Student Google Workspace for Education accounts are to be used for educational purposes related to Delaware County Christian School and may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person

- Misrepresentation of DC's staff or students. Apps, sites, and email are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- Agree to DC's Acceptable Use Policy (AUP) found at [www.dccs.org/mstechnology](http://www.dccs.org/mstechnology) or [www.dccs.org/ustechnology](http://www.dccs.org/ustechnology).
- School technology staff have access to student email for monitoring purposes. Students have no expectation of privacy on the Google Workspace system.
- Agree, but not limited to the following safety standards:
  - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
  - Students agree not to meet with someone they have met online without their parent's approval and participation.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. **Under no conditions should a user provide his or her password to another person.**
- Access to Google Workspace for Education is considered a privilege accorded at the discretion of the school. DC maintains the right to immediately withdraw the access and use of Google Workspace when there is reason to believe that violations of law or school policies have occurred.