

## **Fall River Public Schools**

### **K-12 Student Google Apps for Education Acceptable Use Guidelines**

The Fall River Public Schools will be using Google Apps for Education in Grades K-12. These accounts will be used for school related projects only and will provide students with very powerful collaboration and sharing tools including Spreadsheets, Documents, Forms and Presentations. The email feature on all Grade 6-12 Google Apps accounts has been restricted to only allow students to send/receive to other @frpsstudents.org or @fallriverschools.org accounts. K-5 students will not be able to use the email feature of Google Apps.

#### **Philosophy**

The Fall River Public School District encourages the use of student K-12 Google Apps accounts as an effective and efficient way to improve communication between students and faculty. The primary purpose of student Google Apps is to support teaching and learning.

#### **1. Google Apps Accounts**

All K-12 students will be assigned an @frpsstudent.org student Google Apps account. Students will log in with their last two digits of YOG - and their full name @frpsstudent.org.  
Example: 11frankfarias@frpsstudent.org.

#### **2. Prohibited Conduct**

- Unlawful activities
  - Misrepresentation of the Fall River Public Schools
  - Sending an attachment that contains a virus
  - Unlawfully forwarding or copying material without permission
  - Sending emails with any libelous, defamatory, offensive, racist or obscene remarks
  - Disguising or attempting to disguise your identity when sending mail
  - Attempting to send an email to any domain/address other than @fallriverschools.org or @frpsstudent.org
  - Incidents of cyber-bullying\* or inappropriate actions while using your account
- \*See district cyber-bullying policy and FRPS Acceptable Use Policy

#### **3. Access Restriction**

Access to and use of Google Apps is considered a privilege accorded at the discretion of the Fall River Public Schools. The District maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building principal for further investigation and adjudication.

#### **4. Security**

Fall River Public Schools cannot and does not guarantee the security of electronic files located on the Google Apps system.

#### **5. Privacy**

The general right of privacy will be extended to the extent possible in the electronic environment. Fall River Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private.

There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic documents to gather sufficient information to diagnose and correct problems with system software and/or hardware.

Use of Google Apps accounts are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the @frpsstudent.org Google Apps systems when there is reasonable suspicion that unacceptable use has occurred.

#### **6. Questions**

If you have any questions or comments about this Email Policy, please contact Frank Farias at 505-675-8420, ext 441, or via email at [ffarias@fallriverschools.org](mailto:ffarias@fallriverschools.org). If you do not have any questions the Fall River Public Schools presume that you understand and are aware of the rules and guidelines in this Policy and will adhere to them.

These guidelines and updates will be available on the Fall River Public Schools Web site at <http://www.fallriverschools.org/frpsstudent.cfm>

**DECLARATION**

I have read, understand, and acknowledge receipt of the K-12 Google Apps for Education policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action.

**Parent/Guardian:**

\_\_\_\_\_ I give permission for my child to be assigned an @frpsstudent.org Google Apps account.

Student name: \_\_\_\_\_ HR \_\_\_\_\_

Parent signature: \_\_\_\_\_

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**Student:**

I agree to adhere to the guidelines stated above for use of my @frpsstudent.org Google Apps account.

Student signature: \_\_\_\_\_

If you have any questions or concerns, please feel free to call Frank Farias, Google Apps Administrator, at 508-6756-8420, ext 441, or email him at [ffarias@fallriverschools.org](mailto:ffarias@fallriverschools.org)