

St. Anne's-Belfield School

GOOGLE APPS FOR EDUCATION INFORMATION

St. Anne's-Belfield School uses Google Apps for Education for students, teachers, and staff. This information sheet describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of St. Anne's-Belfield School's online presence in Google Apps for Education:

- **Mail** - an individual email account for school use managed by St. Anne's-Belfield School
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Other educationally sound and age-appropriate web tools and apps, both within Google Apps for Education and found elsewhere on the internet, may be implemented over the course of the school year.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in St. Anne's-Belfield School is governed by federal laws including: Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for St. Anne's-Belfield School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. The School acts as an agent for parents in the collection of information within the School context. The School's use of student information is solely for educational purposes. <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the St. Anne's-Belfield School's Enrollment Form. <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address.** All students will be assigned a *username@students.stab.org* email account. This account will be considered the student's official St. Anne's-Belfield School email address until such time as the student is no longer enrolled at St. Anne's-Belfield School.

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2. **Prohibited Conduct.** The primary purpose of the St. Anne's-Belfield School's network is to support students and teachers in the process of teaching and learning, and to support the business operations of the School. Therefore, all computers whether the property of students or the School, are to be used for ACADEMIC PURPOSES ONLY.

Specific Rules & Guidelines:

The Honor Code applies to all activities.

- Lying, cheating, and stealing are wrong no matter how they are done.
- Plagiarism, whether from print or electronic sources, is cheating.

Some activities on the internet are illegal or prohibited. They include, but are not limited to:

- Making threats
- Harassing others
- Committing fraud
- Viewing, downloading or transmitting pornography
- Illegally copying music, videos, and software
- Using a Virtual Private Network to bypass our network

Bandwidth is a community resource. Therefore, your choices impact others:

- You may not stream audio/video for non-academic purposes e.g. YouTube, Pandora, ESPN, etc.
- No games during free periods

Think before you post.

- Anything on the STAB Network should be considered public.
- Anything posted on the Internet should be considered permanent. Rules are in effect at all times.

3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of St. Anne's-Belfield School. The School maintains the right to immediately withdraw access and use of these services including email 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 appropriate Division Head for further investigation and adjudication.
4. **Security.** St. Anne's-Belfield School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the School cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. St. Anne's-Belfield School and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The School reserves the right to access the *username@students.stab.org* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

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I confirm that I have read the information above and understand the following: Under FERPA and corresponding Virginia law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and St. Anne's-Belfield School by virtue of this online environment. By signing below, this confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my student will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education <https://edu.google.com/trust/>. I understand that I may ask for my student's account to be removed at any time.

Student Grade: _____

Student Name

Student Signature

Date

Parent Name

Parent/Guardian Signature

Date

Parent Name

Parent/Guardian Signature

Date

(Adopted from Google Apps for Education Information Sheet for Student Email, Online Documents, Calendar, and Sites)