

Student and Parent/Guardian Google Apps for Education Responsible Use Agreement

This year your school will provide students with access to the Internet and to Google Apps for Education (GAFE). Google Apps for Education include free, web-based programs providing email (grades 6-12 only), word processing, spreadsheet, presentation, and collaboration tools. Oregon K-12 Google Apps for Education are available at school and at home via the Internet. This service is available through an agreement between Google and the State of Oregon.

Even though content from known inappropriate sites on the Internet is blocked, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of the Internet when students are at school. Parents are responsible for monitoring their child's use of the Internet when accessing programs from home. Students are responsible for their own behavior at all times.

Responsible Use, Privacy and Safety

Responsible Use - The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology:

- Use of profanity, threatening, racist, obscene, abusive or harassing language in any correspondence
- Tampering with, or gaining unauthorized access to a district owned device or to another person's drive.
- Threatening another person
- Purposely accessing inappropriate websites
- Misrepresentation of Oregon Public Schools, staff or students. (Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)
- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Recordings of classroom instruction, small groups, and one-on-one instruction shall not be used to haze, harass, intimidate, bully, menace, or cyberbully another individual. This is in violation of Board Policy JFCF and JFCF-AR. Students and guardians shall not share any recordings with others (directly or via social media) or take their own video or photograph images of any classroom, small group, or one-on-one session.

Privacy

- School staff, administrators and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the GAFE system.
- Limited Personal Use - Students may use GAFE tools for personal projects.

Safety

- Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
- Students will not 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 which 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.
- Student files and email are safe with Google Apps for Education, but it is the responsibility of the student to make backups of important documents.

Digital Responsibility - Students

- Treat others kindly. It hurts to get a mean email just like it hurts when someone is mean in the school hallway.
- Be kind when using email or making a post on a forum, collaborative document or web page. Everyone will see what you write so think before you type.
- Be careful with what you say about others and yourself. It is never acceptable to use profanity, threatening, racist, obscene, abusive or harassing language in email correspondence, website or on collaborative documents.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work (text, pictures, video, music, etc.) protected by a copyright.
- If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Any time a student uses another person's pictures, video, music or writing, a citation should be present. See the [Creative Commons website](#) for specifics.
- Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited.
- School web sites, email and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Consumer Safety (Advice for students and parents)

- Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing.
- Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- Never open an email from an unknown or questionable source.
- Never give your username or password to anyone who asks for it in an email.
- Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

Access Restriction

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of the North Clackamas School District. Violation of these expectations could lead to disciplinary action and the termination of access and use of GAFE. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension or termination. As a tenant of the Agreement with the State of Oregon, the state reserves the right to immediately suspend any user account in question of appropriate use. Pending review, a user account may be terminated as part of such action.