Technology Acceptable Use Policy for Navajo Elementary Students

Students at Navajo Elementary will be provided access to technology in classrooms, Library Media Centers, and labs for educational purposes. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access to technology.

The following acceptable use guidelines have been established for all students at Navajo Elementary School.

Digital Citizenship

Good digital citizenship is good citizenship. Citizenship is expected whether student activity is in person or online, whether in the hallway or on Google Apps for Education. The following rules of citizenship should guide all use of technology and connectivity at Navajo and good behavior is expected of all students and staff:

- Respect and Protect Yourself
- Respect and Protect Others
- Respect and Protect Property

Equipment Uses

Students will be expected to be careful when using computer equipment and follow all directions for proper use. Any student who does not use the computer equipment properly or deliberately damages the computer equipment will receive consequences to be determined by the school, which may include being charged for replacement equipment.

Internet Use

Use of the Internet must be consistent with the educational objectives of Albuquerque Public Schools. Should a teacher or administrator determine that a student's use does not support these educational objectives, access to the Internet may be restricted or denied.

Printing

During the year, students may need to print some of their computer work. As long as this is done according to the directions given, students will not be charged for their copies. If a student prints an excessive number of pages, he/she may be charged for those copies.

Consequences of Misuse

Students guilty of misusing the school's technology will receive consequences according to the nature and severity of the misuse. Consequences will be similar to the consequences for violating other school rules and may include being given limited or no access to technology for a specified amount of time.

Signature of Acceptance

Parent and student signature will be required for technology usage throughout the school. Please sign and return to your child's teacher.

_____ _____

Parent Signature Date Student Signature Date

What is Google Apps for Education?

Google Apps for Education is a suite of web-based programs providing email, word processing, spreadsheet, presentation, calendaring, research, and collaboration tools for all 4th & 5th grade students and teachers.

What programs are available through Google Apps for Education?

Google Apps for Education may include Gmail, Calendar, Docs, and Sites among others. Each classroom teacher determines the tools that best suit that teacher's educational environment. Gmail is currently not used at Navajo Elementary.

How will Google Apps for Education be used in my child's school?

Google Apps for Education aligns with international standards for technology integration. It is up to each school to decide which tools are most appropriate for its individual educational setting. Contact your child's teacher to learn more about how Google Apps will be used at your student's school.

How will Navajo's Google Apps for Education be accessed?

Google Apps for Education is intended for educational use only. As a cloud-based suite, Google Apps for Education will be available at school and at home via the web through links posted on the school's website.

Does Google Apps for Education filter content?

Yes. Navajo has instituted a content filter for Google Apps, however, there is always a chance students will be exposed to inappropriate content. While at school, staff will monitor students' use of Google Apps. Please monitor your student's use of Google Apps while at home. At all times, whether at school or home, students are responsible for their adherence to Navajo's Acceptable Use Policy as outlined in student handbooks.

What types of safety and security measures are in place for Google Apps for Education?

Navajo's Google Apps for Education suite complies with legal requirements for safety and security such as the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA). In addition, Navajo Elementary commits to the following regarding student privacy:

- Not to publish confidential education records (grades, student ID numbers, etc.) for public viewing on the Internet
- To adhere to the Parent/Guardian Media Consent form and to appropriately limit public access to student work and/or photographs
- To provide parents or legal guardians with the ability and right to investigate the contents of their students' email accounts and Google Apps for Education files

Will I have access to my student's Google Drive account?

The Google Apps for Education accounts are property of the Independence School District. This means that content in these accounts may be accessed or searched by delegated employees (IT Staff, Administrators, etc.) in accordance with Board of Education Policy.

As the provider of these services, Navajo has included several safety and educational features in Google Apps for Education.

- Parents, guardians, and administrators will have access to student's Google Apps account including login information made available please contact Yvette Groves groves_y@aps.edu for account information
- Filters to block SPAM, viruses and inappropriate content
- Parent, Guardian and Administrator ability to review all student documents

What if I just am not comfortable with my student having a Google account? Can I opt-out?

We want you to be involved with your student's education. To discuss how Google Apps for Education will be used in support of your student's academic achievement and growth, please contact the teachers directly. If you still feel it would be best for your child not to utilize these tools, please let the teacher know and we will ensure that his or her Google account is deactivated.

What happens if students misuse their Google Accounts?

The same expectations for acceptable use of technology apply to Google Apps for Education accounts. Students who misuse their accounts will be referred to their school's administrator who will deal with any infraction on a case-by-case basis. Administrators may choose to suspend student access to technology (preserving access to Docs and Sites for classroom use) or may choose to suspend a student's account privileges entirely for a length of time appropriate to the offense.