

GSuite for Education Student Account Credentials

The South Orange Maplewood School District provides students access to the online collaboration and productivity platform, GSuite for Education. The SOMSD GSuite for education domain is a secure environment for sharing work with others in the district. SOMSD's core set of GSuite applications include:

- **Gmail For Students:** An email service provided by Google. Email storage is unlimited. Students emails are limited to send and receive only to other SOMSD email addresses (and a few select outside senders are approved by administration). This email account will be considered the student's official SOMSD email address until such time the student is no longer enrolled in the district.
- **Google Drive:** This service allows students to organize their files that are created in GSuite.
- **Google Docs:** This service is an online word processing program. Since this application is online, users can collaborate on docs simultaneously.
- **Google Sheets:** This service is an online spreadsheet program. Since this application is online, users can collaborate on docs simultaneously.
- **Google Slides:** This service is an online presentation program. Since this application is online, users can collaborate on presentations/slides simultaneously.

It is important for our students to remain competitive and connected in the 21st century. Technology has become interwoven in many facets of our lives. It is vital that our students have experience with these tools in an educational setting. GSuite for Education will:

- Allow students to practice using current technology applications and tools.
- Give students tools to help facilitate planning and time management skills.
- Help students reduce the need for paper based communication.
- Provide students with large storage mediums for their work. All students will receive unlimited GSuite for Education storage while enrolled in the district.
- Allow students to work collaboratively with one another (engage in peer editing, etc.).

In addition to any guidelines set forth in the Acceptable Use Policy, student Google accounts and email may not be used in the following ways:

- Unlawful activities
- Personal financial gain
- Misrepresentation of the district
- Commercial purposes
- False identity in electronic communications
- Interfere with the SOMSD technology operations through electronic chain letters, unsolicited electronic communications, and/or disruption of electronic communications.

SOMSD GSuite for Education Login Credentials

Access to and use of GSuite for Education and all related resources are considered a privilege provided at the discretion of the South Orange Maplewood School District. The district maintains the right to immediately withdraw the access and use of GSuite for Education when there is reason to believe that a student has engaged in any of the prohibited conduct set forth above or has otherwise violated the law or the Acceptable Use of Computer Network / Computers and Resources Policy. In such cases, the alleged violation will be referred to the building principal for further investigation and adjudication.

By logging in and using the district Google account, I am aware that the district utilizes a suite of online applications called Google Suite for Education to facilitate collaboration and communication among students and staff when creating, sharing, and storing documents and assignments online. I understand that information about the student (first name, last name, grade, and student number) will be collected and stored electronically by Google. I further understand that my child may store class work files in GSuite for Education; depending on the sharing options selected by the student, these files may be accessible to someone other than the district or the student, including classmates or the public. I understand that my child may utilize their GSuite for Education account to access additional district approved instructional resources (ex. Canvas, MackinVIA, etc).

SOMSD and Google Privacy Information can be found here.

Please keep in mind that everyone must use these tools responsibly. Responsible use includes:

- Using GSuite for Education for educational purposes.
- Using GSuite for Education for educational purposes in ways that do not bully, harass, or make others feel uncomfortable.
- Using school appropriate language and images in all your communications and creations.
- Respecting the work and privacy of others using these tools.

If you suspect your account has been compromised or if you are the victim of inappropriate behavior utilizing these tools, please inform your teacher immediately.

GSuite For Education Login Information	
Student Name	
Username / Email	
Temporary Password	
<i>You are responsible for any activity on your account. Please keep this information confidential. Do not share your password with other students. If you suspect your account has been compromised or you have shared your password, please inform your teacher immediately.</i>	