

## **G Suite for Education Accounts (Google Accounts)**

Students at **Assumption School** will be provided with G Suite for Education accounts. Students will receive an official **@assumptionnj.org** address that will grant them access to the G Suite for Education, which provides free Internet-based programs such as Google Drive, Meet and Classroom. Only our 8th grade students have access to Gmail. The purpose of these accounts is to increase the collaboration among teachers and students, as well as exposing students to skills important for 21st Century learners.

These accounts are intended to enhance students' learning. Teachers will be using G Suite for Education for posting lessons, assignments, resources and discussions. Since this is an Internet-based service, students will have access to their accounts both in school and at home. This enables students to easily access their classwork at home and vice versa.

The student accounts are to be used for educational purposes only. As such, the following measures will be enacted:

- Student email accounts are limited to sending and receiving inside of the **@assumptionnj.org** domain. Students will only be able to send and receive emails from other students and teachers in the school. (This applies only to 8th grade students.)
- Every student email sent and received via their **@assumptionnj.org** account will be archived; school personnel will review and monitor these archives for inappropriate student behavior regularly. In the case that a problem is found, action will be taken in accordance with the school's discipline policy.
- Students are to use the accounts in accordance with the schools Internet and computer Use Agreement. Parents are responsible for monitoring their child's use of G Suite for Education while at home.
- The school reserves the right to suspend any student's account found to be in violation of the school's Internet and Computer use Agreement. In such cases, the student will be referred to the administration for further action.

Additional notices and compliances:

- **Children's Internet Protection Act (CIPA):** In compliance with the CIPA the school provides filtered Internet to students, as well as lessons in digital citizenship as to appropriate online behavior. While in school, the student G Suite for Education is accessed via the content filtering Internet.
- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. Google advertising is turned off for G Suite Education users. As such, no personal student information is collected for commercial purposes. The school's use of student information is solely for educational purposes.
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents rights to review student records. Parents have the right, at any time, to investigate the contents of their child's email and G Suite for Education files.

**Family Agreement and Signatures**  
**(Please return this page only)**

I hereby release **Assumption School** and its personnel from any and all claims and damages of any nature arising from my child's use of or inability to use the school technology, including, but not limited to, claims that may arise from the unauthorized use of the Chromebook, to purchases of product or services.

I understand that it is not possible for **Assumption School** to restrict access to all materials, and I will not hold the school responsible for material accessed on the school Chromebook. I also agree to report any inappropriate Chromebook use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

To have access to the Chromebook and charging unit, we agree to abide by this entire contract. Both school and parents share the responsibility to educate students concerning ethical use of technology.

I accept responsibility for damages to the Chromebook caused by enrolled students, their parents, siblings, friends or any other user.

I give my child permission to use G-Suite for Education. By doing so, I agree to enforce acceptable use when my child is off school property.

I give permission for my child and the school to publish student work created in G Suite for Education online, with the understanding that student's last names and confidential personal information will not be published.

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Students: Please read and sign below.**

I will be cautious when communicating online. I will not post any private information about others or myself while online. I will not share my usernames or password. I will use school technologies for school related activities. I will follow the same guidelines for respectful, responsible, behavior online that I am expected to follow offline.

I will alert my teacher and the Assumption School's IT person of any problem with my Chromebook or any inappropriate content.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_