

## St. Mary School Acceptable Use Addendum Google Policies

- Students are not permitted to bring or use any personal electronic devices at school. This includes, but is not limited to, phones, tablets, Kindles, Nooks, laptops, iPods, iPads, etc. (see the Parent-Students Handbook for specifics)
- Students will use all school-owned devices (iPads, Chromebooks, laptops, student computers) responsibly, for educational use only, and only under the direct supervision of a faculty or staff member.
- Students will use their Google Account responsibly and for educational use only. This includes following the Acceptable Use Policy regardless of where the device is being used.
- Students are encouraged to create, explore, and collaborate, and learn appropriately!
- Students will only use their school-issued Google account to log onto any device at school (iPad, laptop, lab computer, Chromebook).
- Students will not share or change their passwords.
- Students are NOT permitted to install apps on the school-owned Chromebook or any other device (laptop, iPad, computer). The Technology Coordinator will sync all necessary apps to the devices remotely with no interruption to the student.
- Students must use appropriate language and etiquette in all forms of electronic communication.
- Students are required to follow copyright laws – give credit where credit is due.
- Students are not to take or store any photos of themselves or classmates on their Google Drive or on any school-owned device unless explicitly approved by a teacher.
- St. Mary School will monitor student accounts. There should be no expectation of privacy on a school-owned device using a school-managed account.
- We encourage and expect students to ask questions if they are not sure about a choice they make.

Any questions, comments or concerns should be directed to the Technology Coordinator at 440-322-2808. Please return this form signed by **September 8, 2020**.

### I pledge to ...

- ✓ Think before I click
- ✓ Respect myself and others
- ✓ Stay safe online
- ✓ Protect private information (mine and my friends')
- ✓ Stand up to cyber bullying
- ✓ Balance my time

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parents,

In order for **St. Mary School** to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

**St. Mary School** would like to utilize a computer software application and web-based service, Google Apps for Education, operated not by **St. Mary School**, but by a third party.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as St. Mary School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual consent given directly to the website operator.

This form will constitute consent for St. Mary School to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web-operator: Google Apps for Education.

Please be advised it is necessary that this form be signed and returned by **September 8, 2020**.

Please contact the Technology Coordinator with questions at 440-322-2808.

|                                   |  |
|-----------------------------------|--|
| Student First & Last Name (print) |  |
| Parent/Guardian Name (print)      |  |
| Date                              |  |
| Grade Level (2020-2021)           |  |
| Parent/Guardian Signature         |  |