

## **Student Email, Internet & Google Apps for Education Expectations for Use Batavia City School District**

This year your school will provide students with Google Apps for Education. Apps for Education include free, web-based programs providing email, word processing, spreadsheet, presentation, and collaboration tools. This service is available through an agreement between Google and the Batavia City School District.

Batavia Apps for Education are available at school and at home via the Internet. Even though content from known inappropriate sites 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.

Students - Acceptable Use, Privacy and Safety Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and other school rules/policies which may apply.

- Privacy - School staff, administrators and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

- Limited Personal Use - Students may use Apps tools for personal projects. The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Use profanity, threatening, racist, obscene, abusive or harassing language in any correspondence
- Threatening another person
- Misrepresentation of Batavia City 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.)

- Data Security - Student files and email are safe with Apps but it is the responsibility of the student to make backups of important documents.

- Safety

- Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
- Students will agree to 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.
- **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.
  - 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.
- **Digital Citizenship**
  - Treat others well. 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.
  - 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.
- **Access Restriction**
  - Access to and use of Apps for Education is considered a privilege accorded at the discretion of the Batavia City School District. The district maintains the right to immediately withdraw the access and use of Apps when there is reason to believe violations of law or district policies have occurred. 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 Batavia City School District, the District 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.

**Please Sign/Return This Form To Your Child's Teacher**

I have read this document and I understand that this access is designed for educational purposes. The Batavia City School District has taken reasonable precautions to limit access to controversial material. However, I also recognize it is impossible for the Batavia City School District to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the District's Internet access is not in a school setting. I hereby give permission for my child to have a Google For Education Account and certify that the information contained on this form is correct.

Student Name: \_\_\_\_\_(Please Print)

Student Network Login: \_\_\_\_\_(Please Print)

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

Building: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_