



CENTRAL UNION ELEMENTARY SCHOOL DISTRICT
Student Code of Conduct of Google Applications

Google Account: Applications and Tools:

Google Apps Education Edition offers a free (and ad-free) set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. Students will use Google for educational purposes. The Google account assigned to your child was created by the school and assigned to your child. No student personal information was collected by Google in creating these accounts. As per school policies, all activities requiring Internet access are supervised by the teacher. The school is in control of which Google services it provides for student use. As part of our educational technology plan, internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students use of digital tools adheres to school policy.

Students will use these tools available to all Google Account Members:

- Custom email address
- Calendar to enter school assignments and activities
- Apps:
 - Individual or shared online word processing document (similar to Microsoft Word), Presentation documents (similar to PowerPoint) and spreadsheet documents (similar to Excel)
- Google Earth and Maps

These free tools provided by Google are available to students at school and at home. It does not matter whether a student is working on a Macintosh or a Windows based computer. These tools help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world can NOT participate in the assignment. In order to participate in an assignment, a person must be added to the site as a "shared collaborator".

The District has a registered Google domain and students will be monitored when using Google Apps and Tools at school. The administrator of the domain can turn off a student's services based on the items stated in this Acceptable Use Policy. This Acceptable Use Policy (AUP) extends to all students for the duration of their enrollment at any of the four schools: Akers, Central, Neutra, and Stratford. This policy must be read and signed before students will be given a school hosted Google Account.

Proper and Ethical Use:

All students in the Central Union School District must:

- Practice appropriate ethical use of Google Apps and abide by the accepted rules of network etiquette.
- Accept responsibility for reporting any misuse of the Google Apps to a principal, vice-principal or any teacher.
- Make sure that other students are not being made fun of, harassed or cyber-bullied by any comment made on a Google document.

Rules of Etiquette

- Be polite at all times
- Use appropriate "school" language at all times
- Don't type abusive, hurtful or gossip-type messages

- Respect other student's privacy. In other words, don't reveal the name, home address, email address, or phone number of yourself or another student.
- Respect all security issues. Don't share passwords with other students.
- Don't delete another student's data without that student's knowledge

The use of my Google account will be in support of and consistent with the educational goals of the Central Union Elementary School District. The use of Google will also follow the guidelines of the District's Acceptable Use Policy. Therefore, I will abide by the following:

- I will not use Google Apps to post any web pages for commercial activities, product advertisement, or political advocacy.
- I will not use Google Apps to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.
- I understand that district and school employees have the right to monitor all postings, including emails.
- I will only share and collaborate on projects that have been assigned to me by a teacher.
- I will respect the collaborative work of my teachers and peers. In other words, I will not delete the work of others unless I have their permission.

Electronic Mail:

Inappropriate language or harassment will result in loss of system privileges and maybe other disciplinary measures. By signing this acceptable use policy, students agree to the following:

- I understand that e-mail sent via the Google Apps must be school related and must abide by the guidelines outlined here. I will immediately report any inappropriate, threatening, obscene, or harassing e-mail to school staff.
- I understand that I will not share my Google Apps password with others and am responsible for all email sent through my account.
- I understand that e-mail sent through this account may be scanned for content violating the terms of this agreement and that my e-mail may be reviewed by school administration.

Information Literacy Issues: Plagiarism and Fair Use

In the Central Union School District, a variety of sources are used to conduct research. The purpose of research is to learn more about a topic and share that information with others in a variety of ways.

When participating in a research or collaborative project, adhere to the following guidelines:

- Plagiarism will not be tolerated. Copying a paragraph, and then just changing a few words, is blatant plagiarism! Plagiarism also includes using someone else's ideas without giving credit.
- All projects require a "Works Cited" section.
- If found to be copied from anyone else, any work the student indicates as his or her own will cause the student to get zero credit for the entire project. Disciplinary consequences might also occur.



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Please sign and return this page! Keep the other two pages of this Acceptable Use Policy at home.

Privileges:

I understand and have read the information contained in the Student Code of Conduct for the use of Central Union Elementary School's Google Apps and Tools. I understand that this service is a privilege, not a right, and that inappropriate use either at school or outside of school will result in a cancellation of those privileges. The system administrators may close my account at any time deemed necessary. Disciplinary consequences for inappropriate use of Google Apps may occur. I understand that supervision of Internet use outside of school is the responsibility of my family. I will discuss our family rules and expectations for using Internet based tools, including Google, and accept responsibility for supervising my child's Internet access outside of school. I will report any evidence of cyberbullying or other inappropriate use to the school and can ask that my child's account be terminated by contacting a school administrator followed up with a written request.

Homeroom Teacher:

Student's Name (Printed)

Student's Signature Date

Parent's Name (Printed)

Parent's Signature Date

Parents Email Address (case sensitive)