



Immaculate Conception Catholic Regional School Google Apps for Education Policy

Google Apps for Education allows Immaculate Conception Catholic Regional School to give Google's communication and collaboration applications to our entire educational community. All services are hosted by Google and are available to students and staff via any internet-connected computer and many mobile devices. To have a successful learning experience, a strong partnership between the school and families is imperative.

Google Apps for Education includes the following and are always available thru internet connected devices:

- Gmail: a school issued email account managed by Immaculate Conception for internal communication only.
- Drive: allows users to create and collaborate on documents, spreadsheets, presentations, forms, and drawings in real-time as well as upload and share any file type. Allows students to maintain electronic student portfolios of their work, which is preserved for the entire time they are a student.
- Google Classroom: a central location for teachers to administer assignments and assessments.
- Google Calendar: allows easy coordination of classwork and schedules.
- Google Sites: develop and customize websites and embed Google Docs, Calendars, videos, and other media.
- Additional extensions/add-ons may be made available to students within our domain. These tools will be reviewed and selected by the school.

Technology Use in Immaculate Conception Catholic Regional School is governed by Federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Immaculate Conception Catholic Regional School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This agreement form allows the school to act as an agent for parents in the collection of information within the school context. 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 the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. At Immaculate Conception Catholic Regional School, directory information relating to Google Apps for Education is for internal purposes only and is never shared in a commercial use setting.

Guidelines for the responsible use of Immaculate Conception Catholic Regional School's Google Apps for Education

Students: Before any student is able to access a Google Apps for Education account, they must agree to the rules set forth in the school's handbook and provide a signed Google Apps for Education Policy which will be kept on file with the school.

Email Accounts: Students email account is used for internal communication only. The email addresses are configured by student's first initial of their first name, followed by the entire last name (ex. jsmith@iccatholicsschool.org). If siblings with same first name attend school together second initial of first name will be used. Upon graduation student's school issued email accounts will be terminated. School email accounts are not to be used for personal use.

Account Misuse: Google Apps for Education is strictly used for school work. Any personal sites, documents/files are prohibited. The sharing of documents/files must be assigned/approved by a teacher. Students are not allowed to access any other student's account without sole permission of that student. No illegal, immoral or any other inappropriate content may be entered into or displayed in the schools Google Apps for Education system.

The same expectations for responsible use of technology (as outlined in the schools/family handbook) apply to Google Apps for Education accounts. Students who misuse their accounts will be referred to the school's administrator who will deal with any infraction on a case-by-case basis. Administrators may choose to suspend student access to Google Apps for Education privileges entirely for a length of time appropriate to the offense. Parents will be notified should their student's account access be altered or suspended, as they would any time a building administrator makes a decision to withdraw privileges or enforce a consequence for inappropriate actions.

Security and Privacy: Immaculate Conception does not guarantee the security of information stored on Google's Servers. The school fully complies with the legal requirements for safety and security such as the Child Internet Protection Act (CIPA). In addition, Immaculate Conception commits to the following regarding student privacy: Not to publish confidential education records (grades, student ID numbers, etc.) for public viewing on the Internet.



Immaculate Conception Catholic Regional School
Google Apps for Education Policy Agreement

Parent (check):

_____ I give my permission for my child to be assigned a Google Apps for Education account for their entire academic career at Immaculate Conception Catholic Regional School. My child will receive a school monitored email account, as well as, access to Google Drive and other services provided by Google. I have read, understand and fully agree to enforce Immaculate Conception Catholic Regional School's Google Apps for Education Policy when my child is not on school property.

_____ I have an Internet connection and an Internet connected device at home where my child will be allowed to access his or her Immaculate Conception Catholic Regional School Google Apps for Education account to work on school assignments.

Parent Name (print): _____

Parent signature: _____ Date: _____

Student (check):

_____ I reaffirm my agreement with Immaculate Conception Catholic Regional School's Technology Acceptable Use Policy, as well as, local state and federal laws. I have read, understand and fully agree to Immaculate Conception Catholic Regional School's Google Apps for Education Policy. I also agree that if I do not abide by the school's policies, Immaculate Conception Catholic Regional School reserves the right to implement a disciplinary action deemed appropriate by the administration of Immaculate Conception Catholic Regional School.

Student Name (print): _____

Student signature: _____ Date: _____