

Charter School Associates

G Suite for Education Acceptable Use Policy

Charter School Associates has implemented a number of solutions that create an environment that supports:

- Personalized learning opportunities focused on creativity, communication, collaboration, critical analysis, and digital citizenship.
- Modern technology tools and experiences necessary for future growth and opportunities.
- A working partnership with all of our learners (students, teachers, parents) to understand, model, and live the attitudes necessary to be successful digital citizens within technology rich environments.

With these solutions in mind, Charter School Associates (the School) has instituted *G Suite for Education* (GSFE), a Google educational tool. GSFE is a collaborative education tool that gives students and staff access to various apps and data storage to enhance the classroom learning experience. The use of Google Apps for Education (GAFE) in the classroom provides tools for students to create, collaborate, communicate, and develop the necessary critical thinking and technology skills to be successful. The access to these tools is entirely online and can be accessed 24/7 from any internet connected computing device or in an “off-line” mode if WiFi access is not available.

The Google Education “Suite” includes Docs, Mail, Calendar, Sites, Classroom, Drive and other collaborative tools.

- **Docs**- A word processing, spreadsheet, drawing, and presentation tool set that is very similar to Microsoft Office.
- **Mail**- A unique email account for school use managed by the School.
- **Calendar**- A unique calendar allowing the organization of schedules, daily activities, and assignments.
- **Classroom**- Allows teachers to create classes, distribute assignments, and send feedback.
- **Drive**- Student and teacher data storage that can be shared and accessed from any device.

In order to create a safe, secure environment for students to seek education pursuits; each student is issued a student account and email address under the domain @charter-k12.org. When email is mentioned, we understand there may be concerns about privacy and security. Some important points of information:

- All students K-7 can only email students and staff inside the controlled domain; (charter-k12.org). In other words, the students can only email other email addresses that end in “@charter-k12.org.”
- This tool is not intended for communication between teacher and parents or for parents to communicate with their children. It is intended to be a collaborative education tool for students and teachers.
- Parents will have access to their students’ accounts with username and password access. This is to provide parental involvement to work with the student in the proper use of electronic communication, electronic workflows, and digital citizenship.
- Teachers may use email to communicate with their students when they believe it is appropriate for supporting the learning outcomes of their students.

Although these protective measures apply to student's use of technology to access GSFE from within and outside the School. School staff will use best efforts to monitor student use of GSFE when students are at school; parents are responsible for monitoring their student's use of GSFE when accessing the programs from home. Students are responsible for their own behavior at all times and must adhere to the Technology Acceptable Use Policy as well as the Student Code of Conduct, Parent/Student Handbook and other applicable school policies.

- Students will have no expectation of privacy with their G Suite accounts, and thus should remain committed to using it academically and ethically.
- Students will not use their GSFE account to promote unlawful activities, spread inappropriate or offensive content, threaten or harass others, or use the account in any manner inconsistent with creating a safe, nurturing education environment or the Technology Acceptable Use Policy.
- Students will not post personal information or photos about themselves or others.
- Students will not share their account information with other students.
- Students will inform school staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students are responsible for their own accounts and will not act in a way that compromises the security of the account.

Access to, and use of, GSFE is considered a privilege to students and staff. As such, the School maintains the right to immediately revoke the access and use of GSFE where the School has reason to believe violations of law or School policy have occurred.

The School is required to take protective measures, as outlined by the Child Internet Protection Act (CIPA), to protect students from harmful materials including those that are obscene or pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

The Children's Online Privacy Protection Act (COPPA) applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for GSFE users. No personal information is collected for commercial purposes. The school may use student information solely for educational purposes.

In addition, the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records and gives parents rights to review student records. The school will not publish confidential education records for public viewing on the internet. Parents may request that photos, names, and general directory information about their student not be published. Parents also have the right at any time to investigate the contents of their child's email and G Suite files.

----Signature Required on Following Page----

DECLARATION OF UNDERSTANDING AND ADHERENCE

By signing below, I confirm that I have read and understand the following:

Under the Family Educational Rights and Privacy Act and corresponding Florida law, a student's education records are protected from disclosure to third parties. With regards to the Children's Online Privacy Protection Act, I understand that my student's digital work (projects, documents, email, files, username and password) stored in G Suite for Education may be accessible to persons acting on behalf of Google, with the School's permission, to facilitate the working operation of this online environment. This does not include any student demographic or grade information stored in our Student Information system. I also understand that my student's use of G Suite for Education is governed by the school's Student Acceptable Use of Technology agreement and other applicable school policies.

My signature below confirms my consent to allow my student's digital work (projects, documents, email, files, username and password) to be stored on Google Servers, but with full control of the data by the School. I understand that I may ask for my child's account to be removed at any time.

Print Parent Name

Parent Signature

Date

Print Student Name

Grade

Student ID

Student Signature

Date