

## 2022-2023 Our Lady of Lourdes Parish School Google Apps for Education Account AUP

Our Lady of Lourdes Parish School (OLOL) has established a Google Apps for Education account to support teaching and learning and to allow for easy sharing of documents, file storage, and connectivity within our school and classrooms. This service is available through an agreement between Google and Our Lady of Lourdes Parish School. This software will allow students and teachers to create, collaborate, and share documents, spreadsheets, presentations, websites, calendars, and more, allowing for flexible access from any computer or device- both at home and school - with Internet access and a web browser. While Google Apps for Education provides for greatly enhanced flexibility over traditional desktop software, it also allows students to work in a safe, protected environment in a private domain (ololjaguars.org). While all documents are stored online, no one outside our school can access them. Google Apps for Education enables us to move towards developing a paperless environment in our classrooms and promoting 21st-century skills. Many high schools and colleges use Google Apps for Education. We feel this is another step in preparing your child for the future ahead.

The Google student account name will be their *first initial + last name + OLOL last 2 digits of graduation year @ololjaguars.org*. The student password will be 8 characters long: *olol + student unique cafeteria ID# without the leading zero*. This password will be provided when you receive your iPad.

The Google Apps for Education ololjaguars.org account will be for school purposes only. Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your child's teacher may be using Google Apps for lessons, assignments, and communication. Emphasis will be made that this account will NOT be used for any social or entertainment purposes, and should only be used for school assignments. This is a supervised account to learn 21st-century collaborative skills.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. The school administration, technology coordinator, and teachers will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs when students are not in school. Students are responsible for their own behavior at all times. Student safety is our highest priority.

## Google Apps for Education 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 additional school rules and policies that may apply.

- **Privacy:** School staff and administrators have access to student email, docs, etc... for monitoring purposes. Students have no expectation of privacy on the Apps system.
- **Limited personal use:** Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a website)
  - Inappropriate or offensive content
  - Violent content or promoting weapons of any kind
  - Threatening or bullying another person
  - Misrepresentation of staff or students. Apps, sites, email, and groups are not public forums. They are an extension of classroom spaces where student free speech rights may be limited.
- **Safety**
  - Students will tell their teacher or other school employees about any message they receive that 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 accounts. Under no conditions should a user provide his/her password to anyone.
- **Access Restriction - Due Process:** Access to Google Apps for Education is considered a privilege accorded at the discretion of OLOL. OLOL maintains the right to immediately withdraw the access and in such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a part of the Agreement with Google, OLOL also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user's account may be terminated as part of such action.

These are the laws and policies that help protect our students online:

### Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene or inappropriate. This means the student accounts are filtered. Account content containing harmful content from inappropriate sites will be blocked. In addition, students can only use the account within the ololjaguars.org domain.

<http://www.ftc.gov/cgb/consumerfacts/cipa.html>

### **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 Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission 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.

<http://www.ftc.gov/privacy/coppafaqs.shtm>

### **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 (name, phone, address, grade level, etc..) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID#, etc..) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student's last names or other personally identifiable information.
- Parents may request that photos, names, and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

**Our Lady of Lourdes Parish School reserves the right to modify or change any policy at any time. Conditions or circumstances not specifically covered by the policies outlined in this policy may arise. On such occasions, the school administration will make decisions or pursue courses of action which, in its judgment, can best sustain the wellbeing of Our Lady of Lourdes Parish School, including the health and safety of the faculty, staff, and student body.**