

Harry M. Bailey Middle School Google Apps for Education Program Policy

Dear Parents/Guardians,

Bailey Middle School will be using Google Apps for Education for students. This policy describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services will be available to each student and hosted by Google as part of Harry M. Bailey Middle School's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by Bailey Middle School. Students will only be able to send and receive emails from teachers and students **internally within** our school district. Emails generated for or sent from users outside of our school district will be automatically rejected.

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments.

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.

Sites - an individual and collaborative website creation tool.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer, tablet, or even smartphone. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

For more information about Google Apps for Education implementation, please visit

<http://www.google.com/enterprise/apps/education/products.html>

Technology use at Harry M. Bailey Middle 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 Bailey Middle School's presence in Google Apps for Education. No personal student information is collected for commercial purposes.

Granting permission 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 education purposes.

--COPPA --

<http://www.business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions#General%20Questions>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records.

--FERPA -- <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> **Guidelines for the responsible use of Google Apps for Education by students:**

1. **Official Email Address.** All students will be assigned an email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in West Haven Public Schools.

2. **Prohibited Conduct.** Please refer to West Haven Schools Acceptable Usage Policy: http://www.whschools.org/UserFiles/Servers/Server_2295901/File/district/Acceptable_Usage_Policy.pdf

3. **Access Restriction.** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Harry M. Bailey Middle School. The school maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law, district and/or school policies have occurred.

In such cases, the alleged violation will be referred to an administrator for further investigation and adjudication.

4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Bailey Middle School and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own.

Bailey Middle School and the West Haven School district reserve the right to access the Google Apps systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

For video tutorials:

<http://learn.googleapps.com/gmailvids>