



Emerson-Hubbard Elementary School

Google Drive & Computer Usage Information

2019-2020

Each student in 5th grade has been assigned a Google Drive account through the Emerson-Hubbard Google Domain. Along with this account, students have been assigned school Gmail accounts.

The purpose of these accounts is to familiarize students with Google features and apps, allow students to complete technology based assignments, instruct students on proper research techniques, and prepare students for the 1:1 laptop environment that they will be a part of when they get to middle school.

Ethical behavior and internet safety will be addressed in technology classes, and students will learn how to properly use their accounts with teacher supervision.

Students will be supervised in the school setting when they log on to their Google accounts and Gmail. Students will be able to access their Gmail and Google Drives while away from school with a smartphone, personal iPad/iPod device, laptop computer, and desktop computer as long as they have access to the internet.

It should be noted that the Gmail accounts and Google drives that have been assigned to students are part of the Emerson-Hubbard School District's Google Domain, and these accounts will be monitored by staff.

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1: Acceptable Use

The use of Emerson-Hubbard School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Emerson-Hubbard School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Emerson-Hubbard School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Emerson-Hubbard School District's Acceptable Use Policy and the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

1.1 Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

1.2 School Responsibilities:

- Provide Internet and Email access to its students.
- Provide Internet blocking of inappropriate materials as able. (At school only)
- Provide network data storage areas. These will be treated similar to school lockers. Emerson-Hubbard School District reserves the right to review, monitor, and restrict information stored on or transmitted via Emerson-Hubbard School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

1.3 Students are Responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to,

the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Emerson-Hubbard School District's designated Internet System is at your own risk.

Emerson-Hubbard School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Helping Emerson-Hubbard School District protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and securely log out after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language, or if the subject matter is questionable, he/she is asked to report the email to the office.

1.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
- Messaging services. i.e. MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of computer settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger and Yahoo Messenger.
- **Students are not allowed to give out personal information, for any reason, over the internet.** This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading of creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the Emerson-Hubbard Schools web filter through a web proxy.

1.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent.
- Plagiarism is a violation of the Emerson-Hubbard Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to Emerson-Hubbard Student/Parent Handbook guidelines. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

Emerson-Hubbard School District Acceptable Use Policy for Student Email

It is the policy of the Emerson-Hubbard School District that student email will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of email privileges for the user.

Users of the student email system are responsible for their use of the email. The use of the email must be in support of education and research and must be consistent with academic actions of the Emerson-Hubbard School District and will be under the supervision of Emerson-Hubbard School District staff and faculty. These policies regarding use of Emerson-Hubbard School District resources are in effect both inside and outside of the school environment and for the duration of a student having a Emerson-Hubbard School District Google email account.

A responsible email user will:

- NOT transmit any inappropriate pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Report to school officials any email containing inappropriate pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Keep his/her email password private and NOT share it with other students.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not use email to share answers to exams and assignments with other students.

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- Email is not guaranteed to be private. The content of all email messages and attachments sent, received and deleted are archived and are easily retrieved. There should be no expectation of privacy in anything created, sent, received or stored using school resources.
- Violation of this policy will result in the possible loss of email privileges.
- Persons issued an account are responsible for its use at all times.

School email may NOT be used for the following:

- Any type of harassment of an individual or organization.
- For personal gain (Financial or otherwise to make a profit.)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- "Get rich quick" or "pyramid schemes"

- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the Emerson-Hubbard School District or that of any other agency.
- Attempts to perform mass mailings.
- Any unlawful activity.
- Deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
- Deliberately set forth to interfere with the reception of email by an individual.
- Deliberately set forth to intercept or receive, and/or view another individual's email without that user's consent.

Emerson-Hubbard School District does not take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account.

Student email accounts will be deleted within three months after student graduation or upon the student leaving the district.

(Please sign and return the form below to Mrs. Barber ASAP)

ACCEPTABLE USE POLICY FOR Student Email

It is the policy of Emerson-Hubbard School District that students will use technology to access electronic networks, including email, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of email privileges for the user, disciplinary action, or prosecution under federal or state law.

I have read and understand the Student Email Acceptable Use Policy for Emerson-Hubbard School District. I understand that use of the email in school is a privilege, not a right. By signing below, I give my child permission to gain access to an email account for school use.

Guardian Signature _____ Date _____

STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING EMAIL USE:

I understand and agree to adhere to the behaviors outlined in the Emerson-Hubbard School District student email acceptable use policy. I understand that any violation of this policy may result in the loss of email privileges, disciplinary action, or prosecution under federal or state law.

Student Signature _____ Date _____

Student Name: _____ Grade: _____