

Perry County School District #32
Staff and Student Google Account Guidelines

Perry County School District #32 has created Google accounts for district users and has adopted a district domain (@pcsd32.com) for Google Apps for Education (GAFE).

Google Accounts

- All district staff is provided with Google accounts.
- All students in Grades 4-12 are provided with Google accounts.
- All students in Grades 9-12 have the capability to email outside of the domain/district.
- Accounts may be set up for students in Grades K-3 by request to the technology department and building administration.
- All Google accounts are the property of the school. Staff and students should have no expectations of privacy when using Google accounts.
- Google accounts will be available to graduates until October 31 of the same year the student has graduated. Google accounts will be deleted after October 31.
- Parents/guardians may request access to their student(s) Google accounts. Access will be given unless students are 18 years of age or older and have been emancipated from parents/guardians.
- Staff and students should keep all passwords private.
- Staff and students should use their own school account at all times.
- Misuse of Google accounts may result in loss of privileges and/or inactivation of school Google account. Discipline action will be left to the discretion of each building and will be outlined in the building handbooks.

Gmail

- All email will be archived in Google Vault for 5 years.
- All email correspondence at PCSD should be professional and academic. No personal correspondences, information, or comments should be exchanged between students and staff.
- District administration reserves the right to review any and all email correspondence.

Google Drive

- Google Drive is intended to be used as storage of files for educational purposes only.
- District administration reserves the right to review any and all files stored in Google Drive.