

Google Apps for Education in Jackson Area Catholic Schools

Jackson Area Catholic Schools provides Google Apps for Education accounts for its faculty, staff and students. These accounts support communication and collaboration among administrators, teachers, parents and students.

Technology serves as a major education tool in our classrooms and enables interaction with 21st Century resources. Safety and proper usage of the chosen technology is therefore vital for this school to be successful in its implementation. This letter is intended to inform you of Jackson Area Catholic Schools use of Google Apps for Education, including student accounts.

Students at Lumen Christi High School make extensive use of their Google Apps accounts, including Google Drive, Google Groups and Mail.

Elementary and middle school students may have more limited use, for instance, the accounts may be used as part of special teacher directed projects and assignments. The default email feature on all Grade K-8 Google Apps accounts has been restricted to allow students to send/receive only to other Jackson Area Catholic Schools accounts (@myjacs.org). There are no advertisements on Education Accounts.

Student accounts may only be used for school related projects and will provide students with very powerful collaboration and sharing tools including Spreadsheets, Documents, Forms and Presentations. One advantage of these “cloud” based tools is that students may access the applications and their document files from any computer connected to the internet. Documents begun in the classroom may be completed at home and vice-a-versa.

Philosophy

Jackson Area Catholic Schools encourages the use of student K-12 Google Apps accounts as an effective and efficient way to improve communication between students, parents and faculty. The primary purpose of student Google Apps is to support teaching and learning.

Procedures

All K-12 students will be assigned a student Google Apps account. Students will log in to their account with their **firstnamelastname@myjacs.org** and the same password that is used to access the student's PowerSchool account.

Problems with logging in, passwords and other user account issues should be directed to your school's office or school Google Apps Administrator.

Parents are encouraged to work with their student to communicate and reinforce safe and positive aspects of “Digital Citizenship”. It is expected that parents will know their student's user account name and password and be able to access the account as they deem appropriate for their student and their parental/guardian role.

Policy

Acceptable Use Policy

Please note that the [JACS Acceptable Use Policy for Technology](#) applies to the use of Google Apps for Education.

Prohibited Conduct

- Unlawful activities
- Misrepresentation of the Jackson Area Catholic Schools
- Sending an attachment that contains a virus
- Unlawfully forwarding or copying material without permission
- Sending emails with any libelous, defamatory, offensive, racist or obscene remarks
- Disguising or attempting to disguise your identity when sending mail
- Attempting to send an email or share information to any domain/address other than @myjacs.org, unless part of a teacher supervised educational activity.
- Incidents of cyber-bullying or inappropriate actions while using your account

Access Restriction

Access to and use of Google Apps is considered a privilege accorded at the discretion of the Jackson Area Catholic Schools. Each school maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of school policies have occurred. In such cases, the alleged violation will be referred to the building principal for further investigation and possible disciplinary measures.

Security

Jackson Area Catholic Schools cannot and does not guarantee the security of electronic files located on the Google Apps system, however, appropriate efforts are employed to provide a secure platform. For additional information go to

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

Privacy

Each school reserves the right to access any of its user's @myjacs.org Google Apps accounts, especially when there is reasonable suspicion that unacceptable use has occurred.

These accounts are considered to be accounts belonging to Jackson Area Catholic Schools, to be used for school and educational purposes only.

In the normal course of system administration, system administrators may have to examine activities, files, and electronic documents to gather sufficient information to diagnose and correct problems with system software and/or hardware.

General users of JACs Google Apps accounts are strictly prohibited from accessing files and information other than their own.

Please read and sign the statement below and return this page to your school according to the directions at the bottom.

I have read the Jackson Area Catholic Schools Google Apps for Education Account information document. I accept the conditions of Google Apps for Education Account End User Agreement. The full policy and user agreements can be found on the following web sites.

- <http://www.google.com/intl/en/policies/>
- http://www.google.com/apps/intl/en/terms/education_terms.html
- http://www.google.com/apps/intl/en/terms/additional_services.html
- http://www.google.com/apps/intl/en/terms/use_policy.html

Parent/Guardian Name

Parent /Guardian Signature

Date

Student Name

Student Signature

Date

Return to _____.

Return by _____.