

St. Odilia School Policy and Information Manual

5151 Student Code of Conduct for Google Applications

1.0 Policy Statement

- 1.1 Google Apps for Education is a special account-based service that has several features for students and is utilized in grades 3 through 8.
- 1.2 The free tools provided by Google are available online, for both Macintosh- and Windows-based computers, to students at school and at home through the stodiliaschool.org domain name. Some tools are also available offline.
- 1.3 Google Apps tools help students stay organized, assist in prevention of lost or missing homework, and allow students to work individually or collaboratively on school assignments.
- 1.4 When using Google Apps and Tools, students work in a safe environment because assignments and other types of communication can only be shared within the stodiliaschool.org domain. In order to participate in an assignment, a student must have an account at the docs.stodiliaschool.org website and the creator of a document must share it with the other student(s) involved.
- 1.5 Google Apps for Education also includes a stodiliaschool.org e-mail account. This account can only be used to send and receive e-mails to other people having accounts within the stodiliaschool.org and stodilia.org domains or potentially other accredited schools with the approval of the Principal. This eliminates the possibility of inappropriate e-mails being sent to students by outside businesses and spammers. The e-mail accounts are filtered for inappropriate language and monitored by St. Odilia Staff. Students and teachers should be aware that any account may be opened and inspected by St. Odilia system managers at any time.

2.0 Definitions

- 2.1 Rules of Network Etiquette – includes, but not limited to, the following behavior:
 - 2.1.1 Being polite at all times.
 - 2.1.2 Using appropriate "school" language at all times.
 - 2.1.3 Refraining from the typing of abusive, hurtful, or gossip-type messages.
 - 2.1.4 Respecting the privacy of other students. This includes not revealing the name, home address, email address, or phone number of yourself or another student.
 - 2.1.5 Respecting all security issues and not sharing passwords with other students.

- 2.1.6 Refraining from deleting and intentionally altering another student's work without that student's knowledge and/or approval.
- 2.1.7 Only share and collaborate on projects that have been assigned by a teacher.
- 2.1.8 Refraining from using Google Apps to post any web pages for commercial activities, product advertisement, or political advocacy.
- 2.1.9 Refraining from using Google Apps to post any obscene, discriminatory or offensive material. All material posted will relate to classroom assignments.

3.0 Procedure

3.1 St. Odilia staff has the right to monitor/review all postings, including emails.

3.2 PROPER AND ETHICAL STUDENT USE:

All St. Odilia School students must:

- 3.2.1 Practice appropriate ethical use of Google Apps and abide by the accepted Rules of Network Etiquette.
- 3.2.2 Accept responsibility for immediately reporting any inappropriate, threatening, obscene, or harassing misuse of Google Apps to St. Odilia Staff.
- 3.2.3 Assure that other students are not teased, harassed or cyber-bullied by comments made on a Google document.
- 3.2.4 Use the Google account in support of and consistent with the educational goals of St. Odilia School.
- 3.2.5 Follow the guidelines of Policy No. 5150 “Acceptable Technology and Internet Use”.
- 3.2.6 Inform Parents/Guardians of their assigned Google Apps username and password. This password is not to be shared with any other individuals.
- 3.2.7 Be responsible for all email sent through their account.