



Modbury - Preschool to Year 7

G Suite for Education User Agreement 2018

Software - G Suite for Education

G Suite is a package of free productivity tools to help students and teachers interact seamlessly and securely across devices. There are a large number of online applications, but a few core features are:

- Online storage, sharing and real-time collaboration
- Word processing
- Spreadsheets
- Slide show presentations
- Instant communication with other students
- Email

Keeping Users G Suite Account Safe

Students will only log into their account using their school Google Account. Students should never share account access or their account password with anyone. If the password is compromised, users must ensure their password is changed and kept confidential.

Parents are to use their own email accounts for parent-teacher communication. Students' accounts are strictly for the student's educational purposes.

Using G Suite Outside of School

At times, students may be required to access G Suite from locations outside of school. Students are still bound by the Cyber Safety Agreement and this document at all times whilst using their school provided G Suite account.

User Accountability

G Suite accounts will be managed by the school in an attempt to ensure they are used within the guidelines of this document and within the schools Cyber Safety Agreement.

Users must not store personally identifiable information on School provided G Suite services.

Students and parents must be aware that both teachers and administration staff of Modbury - Preschool to Year 7 School, will have access to information associated with accounts held under the school's Google domain. Data may be retained and should not be considered private from school staff.

Students need to be aware that the school may; log, supervise, access, view, record and monitor the use of G Suite accounts at any time. By using the school provided G Suite account, students agree to such access, monitoring and recording of their use. If students do not follow cyber safety practises or adhere to this agreement, the school may inform parents/caregivers and allocate appropriate consequences.

If a suspected crime has been committed the police will be informed.

Copyright and File Sharing

Students are required to follow copyright laws around media including text, images, programs, music, and video. Downloading or distributing illegal material is against the Cyber Safety Agreement.

Managing and saving digital work with a chromebook

The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer (and most mobile devices), at any time, on any Internet connection.

Virus Protection

Google Drive has built in virus protection that scans all files before they are downloaded or shared. If an infected file is uploaded to Drive you will receive warning notifications before being allowed to download the file again.

DIGITAL CITIZENSHIP - Appropriate Behaviour Online and in Social Media

1. Protect Yourself

I will be safe online. I will **Never give out personal information**, including, but not limited to, last names, phone numbers, addresses, birth dates and pictures. I will not share any of my passwords. I will carefully consider what personal information about my life, experiences, or relationships I make public.

2. Respect Yourself

I will show respect for myself through my actions and think before acting. I understand **my virtual actions are real and permanent!** The way I represent myself online is an extension of myself, **if something is inappropriate to say to someone's face, I will not say it online.**

I will select online names that are appropriate and I will use caution with the information, images, and other media that I post online.

3. Respect Others

I will show respect to others and **read and review** my words prior to posting them online to ensure that they are appropriate. It is acceptable to disagree with another's opinions; however, **I will do so in a respectful way.** I will never use electronic mediums to antagonise, bully, harass, or stalk people. I will not be obscene. I will act with integrity.

I will never attempt to impersonate another person. I will follow principles of Academic Honesty. **I will never use someone else's work as my own.** I will seek permission to use or reference other people's work.

4. Protect Others

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

I will **never make public another person's information** without first seeking their permission.

If you access inappropriate material or material that makes you feel uncomfortable or is disrespectful, tell your teacher or parent immediately.

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Student Name

Signature