



Oakfield Lodge School Google Suite Acceptable Use Policy

Oakfield Lodge School will provide students with filtered, monitored Google Suite accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities, such as collaborative projects. The goals are to provide a tool for more effective and meaningful classroom instruction, and to ensure that these tools are used in a safe and ethical manner. Student Google Suite accounts will be actively monitored by JTRS (ICT Support), and by faculty and staff. Student Google accounts are intended for educational purposes only. Failure to comply with the acceptable use policy of Oakfield Lodge School by students can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences.

Oakfield Lodge School students will have access to Google Suite programs, including Drive and Docs. They will not have access to g-Mail.

1. Account security and safety

It is the responsibility of students to maintain the confidentiality of their Google account information. Students will not share usernames, passwords, or other account information. Students will report any possible unauthorised use of their accounts to a teacher or a Safeguarding Lead immediately. Under no circumstances will students attempt to login to another student's Google account.

Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately.

Students will not use Google Suite to share personal information, such as full names, locations, family information, phone numbers, etc.

2. Student use guidelines

Student Google accounts are to be used for the following purposes only:

- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creation of documents for classroom work
- Correspondence with students/partners in collaborative class activities (e.g. NPDL projects)

Students may not use Google Suite accounts for:

- Unauthorised personal communication
- Bullying or harassment of other students
- Forwarding of chain mail, spam, or commercial content
- Sending inappropriate or immoral content or language

3. Privacy

Student Google accounts are the property of Oakfield Lodge School. Students should expect Google Suite to be subject to monitoring at all times and should not expect any documents to be private.

Additionally, active software-based filtering will monitor student Google Suite accounts for content and dangerous/malicious programs.

4. Consequences of violation of acceptable use policies

Students who violate Oakfield Lodge School policies with regard to acceptable use of student Google accounts are subject to any of the following:

- Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only.
- Temporary or permanent loss of access to student Google accounts.
- Disciplinary action as determined to be appropriate by teachers, Cheshire East, or criminal prosecution by appropriate law enforcement agencies.

Parent/Guardian Consent:

Google Suite runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google for lessons, assignments, and communication. Google Suite is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google when students are at school. Parents are responsible for monitoring their child's use of Google when accessing programs from home. Students are responsible for their own behaviour at all times.

I agree to parent expectations and give my child permission to use Google Suite.

Parent/Guardian Name: _____ Parent/Guardian Signature: _____ Date: _____

Student Consent:

I agree to abide by Student Expectations of Acceptable use of Google Suite.

Student Name: _____ Student Signature: _____ Date: _____