



**Provo City School District
Policy Series 4000: Curriculum, Instruction, Assessment**

4202 P4

Google Apps for Elementary School Students

Exciting news! Our students have been given permission by the district to get started with Google Apps.

Many of you may be using Google Apps already. It includes a collection of online applications for writing, math, presentations, collaboration, etc. Using Google, students will be able to do electronic schoolwork at school and at home seamlessly, with no more problems transferring documents by e-mail or USB drive, no more changing formats, and no more juggling and losing files on class computers. Submitting assignments electronically will be a piece of cake, and students will be able to share work with classmates and teachers easily, allowing us to collaborate on group projects and easily give feedback on individual ones.

Because Google Apps includes an individual account with many applications, Provo City School District requires parent permission before a student participates. Please note that e-mail service is included with each account. Here are rules, guidelines, and other things you should know about the program:

- Each student's Google Apps and e-mail account will be hosted and maintained by the school district. It is NOT a private Google account. It is provided for school use only, and is subject to all district policies, and review by district personnel. Students who have or want to use e-mail for private purposes should create a separate e-mail account on their own. (Google limits account use to those age 13 and older, except educational accounts.)
- Students should not use e-mail for personal, non-school related communication. The district is not responsible for personal and private information that is shared by a student using his/her Google account.
- Students are only to use Google Apps in school when and as instructed by the

teacher. Use of a Provo City School District Google Apps account for personal entertainment or socializing, especially during class time, is not permitted.

- All electronic student work and communication must comply with school and classroom policies. Any communication deemed by teachers, administrators or district personnel as inappropriate may result in academic penalties or loss of privileges.
- Students should share their login information with their parents. Teachers will supervise Google Apps use at school, while parents are expected to supervise the use of such at home.
- Students should not share their Google login information with anyone besides their parents and teacher. The school and district shall not be held responsible for any loss or damages that result from inappropriately sharing account information.
- Google Apps data may be kept by the district throughout a child's enrollment in Provo City School District, and may be used to compile an electronic portfolio of student work.
- Since students are beginning to learn more advanced computer skills, all students will be expected to organize their digital work according to instructions. Students should use clear naming and sorting practices for grouping their files on Google.

By signing below I agree to follow the expectations in this document and give consent for my student to receive an account.