



YARRA GLEN PRIMARY SCHOOL - GOOGLE APPS FOR EDUCATION ACCEPTABLE USE POLICY

Student Information

Student Last Name	
Student First Name	
Student Group	

Use of Google Apps for Education Account

While attending Yarra Glen Primary School, each student has access to Google Apps for Education (GAFE). The Google Apps “suite” includes word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student’s Google Apps login allows them to access our classroom mobile devices, in the form of Desktops, Notebooks and iPads.

In order to create a safe, effective way for students and staff to communicate with one another, Yarra Glen Primary School issues to each student a GAFE account under the domain @ygps.vic.edu.au. Students access their account using Gmail. Yarra Glen Primary School is required by the Education Department to have measures in place which protect students from harmful materials. As such, Yarra Glen Primary School takes the following steps with student email usage:

- Students are only allowed to email other staff and students in the Yarra Glen Primary School. They cannot send emails to any address that does NOT end in @ygps.vic.edu.au. This applies to receiving emails as well, as we will be blocking all email to students from outside of Yarra Glen Primary School.
- Student Gmail is ad free, and is filtered for spam.
- Student email is archived internally, and is searchable by school administrators at any time, should the school deem it necessary. The student email service will be turned on for grades 3 through 6 only. Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the Google Apps core suite which includes restricted Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites. School staff are responsible for monitoring a student’s behaviour online during the school day, while parents take over that responsibility at home. Students are responsible for their behaviour at all times. Students that adhere to proper use of Google Apps for Education, including email (if applicable), will do so by demonstrating the following behaviour:
- Students will have no expectation of privacy with their Google Apps account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their Google Apps for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Yarra Glen Primary School staff should they receive any message that is inappropriate or makes them feel uncomfortable.



- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member. Access to, and the use of, Google Apps for Education is considered a privilege and benefit to students in our school. Yarra Glen Primary School maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the school has reason to believe violations of school policy have occurred.

Student Google Apps for Education Agreement MUST BE SIGNED BY ALL STUDENTS

Student First Name (PRINT):
Student Last Name (PRINT):
Student Signature:
Date:
I have read the terms and conditions of this policy and I agree to follow them.

Parent Google Apps for Education Agreement MUST BE SIGNED BY PARENT or GUARDIAN

Parent/Guardian First Name (PRINT):
Parent/Guardian Last Name (PRINT):
Parent/Guardian Signature:
Date:
I have read the terms and conditions of this policy and I agree to follow them