



Stonecrest Elementary School  
3791 Stonecrest Road  
Woodlawn, ON, K0A 3M0  
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This year, the Ottawa Carleton District School Board elementary schools will be able to use Google Apps for Education in the classroom. Google Apps for Education is a suite of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools.

Please review the attached information; complete and return this top page to school.

If you have any questions, please don't hesitate to call or email your son or daughter's principal.

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Student Name:

\_\_\_\_\_

Parent/guardian: \_\_\_\_\_

\_\_\_\_\_ I give permission for my child to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off District Property.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This year, The Ottawa Carleton District School Board will provide elementary students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools.

In order to offer a safe online learning environment for our elementary students, certain restrictions have been implemented depending on the students' grade.

Primary students(Kindergarten to grade 3) will not have access to an email account.  
Junior students(grades 4 to 6) will be able to email only within the OCDSB Google Apps domain (only to other students within our school board).  
Senior students(grades 7-8) will be permitted to email outside of the OCDSB Apps domain.

Google Apps for Education runs on an Internet domain purchased and owned by the school district and is intended for educational use. Your child's teachers will have the opportunity to use Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. The Ottawa Carleton District School Board will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times in accordance with the OCDSB Appropriate Use of Technology Policy Document.

### **Student safety is our highest priority.**

#### **Appropriate Use (Privacy and Safety)**

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules that may apply.

- **Privacy** - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- **Limited personal use** - Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person
  - Misrepresentation of OCDSB schools, staff or students.

Apps, sites, email, and groups are not public forums. They are extensions of the classroom.

- **Safety**
  - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
  - Students agree not to meet with someone they have met online without their parent's approval and participation.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
  
- **Access Restriction - Due Process**
  - Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the OCDSB also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.
  
- **Consumer Safety (Advice for Students and Parents)**
  - **Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
  - **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.
  
- **Digital Citizenship (Advice for All)**
  - **Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
  - **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user

is unsure whether or not they can use a work, they should request permission from the owner.