



SFIS Student Google Account Policy

- Students in grades 2-8 are given Google Apps for Education accounts so they may have access to a wide variety of educational tools and to have hands-on experience using 21st Century communication tools.
- 2nd grade students are given a SFIS Google account to introduce them to Google Classroom and Google Apps for Education in computer class, **but their account does not yet have the ability to send or receive email.**
- 3rd grade students are given email privileges after completing the email unit in computer class. An email unit is also taught in 4th grade computer class.
- Accounts are turned off when student has graduated or withdrawn from SFIS.

Monitoring: All incoming and outgoing email and/or shared Google Drive files are monitored for appropriateness, use of language, and “netiquette.” This also includes email to and from teachers, as well as to and from parents and family members.

Purpose: Email privileges are given so students can communicate with teachers and classmates, ask questions and turn in school assignments, and maintain positive, constructive contact with one another over breaks, including the summer. Email can also be used to communicate with family and friends outside of SFIS as well. Keep in mind, these conversations may be monitored, and we have no control over communications sent by individuals not enrolled in SFIS.

On occasion, teachers will ask students to use their email address as a log in to educational sites, such as Google Classroom, SpanishDict.com, etc.

- *Students are not to use their SFIS email address as a log in to any site unless explicit teacher permission has been given.*
- *Students are not to make email contact with anyone they do not personally know (face to face), unless given specific instructions to do so by a teacher (i.e. emailing an expert or government official for an assignment).*

Violations: Suspension of email privileges until discussed with Mr. Fosko. Depending on severity or if incident is a repeat violation, action can include a discipline referral, meeting with Mr. Kampia, or further action by SFIS administration.

Students are instructed on this policy with detailed examples/scenarios at the beginning of the school year.

Student Signature (5th-8th grade)

Parent Signature

Date