

**Addendum to the Archdiocesan Contract Pertaining to the Acceptable Use of Internet  
and Electronic Information Resources  
for Students in Grades 3 - 8**

Our Lady of Mount Carmel School will be providing students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs that include document creation tools, and collaboration tools. This service is available through an agreement between Google and Our Lady of Mount Carmel School. Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. For Grades 5 – 8, students' teachers will be using Google Apps for email communication of lessons and assignments.

For more information you can check this site:

<http://www.google.com/enterprise/apps/education/benefits.html>

Google Apps for Education is also available at home, the public library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Student safety is our highest priority.

**Acceptable Use** (Privacy and Safety)

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

**Privacy**

- School staff, administrators, and parents will have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

**Safety**

- Students should not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

**Access Restriction - Due Process**

- Access to Google Apps for Education is considered a privilege accorded at the discretion of the school. The school maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school 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, Our Lady of Mount Carmel School also reserves the right to immediately suspend any user account suspected of inappropriate use.

Please sign on the back of this sheet and return to the school. No student will receive access until this form is on file. Each child in the family must have his/her own sheet.

The Archdiocesan Acceptable Use Policy and this addendum are available to view on the school website.

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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 school property.

\_\_\_\_\_ I give permission for my child and the school to publish student work and photographs online, with the understanding that student last names and confidential personal information will not be published.

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

\_\_\_\_\_  
Date