

MADISON LOCAL SCHOOL DISTRICT

Student Google Policy

Madison Local Schools provides all students with a Google email account (Gmail). This account gives students' access to Gmail, Docs, Sheets, Calendar, Classroom and other Google applications. The following guidelines for use have been established for all students.

Guidelines for use

Madison Local Schools provides two documents that address use, misuse, and consequences related to the Google Apps tools (and all other technology services).

- Student Acceptable Use Policy (AUP) – This document covers how technology is and is not to be used in our educational setting. Parents sign they have read this document in their student's back to school packet.
- Student Email Guidelines – This document goes into more specifics concerning what is and is not allowed with email usage.

Parents and students are encouraged to review these two documents as needed. They can be found on our technology website at: <http://www.madisonmohawks.org>

Limits on Email Senders and Recipients

The Gmail accounts provided to our students are only for use within the school district and administrative approved partners. This is to provide another way for students to communicate with their teachers, and for students to collaborate together on group projects. The following limits are set on email use:

- HS and MS students email accounts are not restricted to our domain.
- MES grades k-6 students cannot send or receive email to or from anyone outside of the Madison Local School District domain or approved partner. Because no email can come in from non-approved sources, students will not receive spam, unsolicited messages, or anything inappropriate from the outside world. Also, students cannot send messages to people who are not staff or students in our district or non-approved partners.

Monitoring and Filtering of Email

Email that is sent within our district is monitored and filtered based upon content. All student email passes through Google's Message Security system. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be blocked from delivery, and instead will be sent to the school administration for review.

Parent Access to Student Email

Student email accounts use the following pattern:

- The student's username is First and Middle Initial and Last Name @mmstudent.org
Example: jrsmith@mmstudent.org
- Their password is mm followed by their student ID Number
Example: mm123450
- Their email address is their First and Middle Initial and Last Name @mmstudent.org
Example: jrsmith@mmstudent.org

*If a parent does not have their student's ID number, the main office of each school building can provide this information.

In order for our students to use these programs and services, certain personal identifying information -- generally the student's name and email address -- must be provided to the web site operator.

Under federal law entitled the Children's Online Privacy Protection Act (COPPA) these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits school districts such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

Below are some links to the sites that govern the districts privacy measures as they pertain to your child's information:

Child Internet Protection Act (CIPA) - The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered.

CIPA <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA) - COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Madison Local School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. The school's use of student information is solely for education purposes.

COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA) – FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>