



ST. DOMINIC SAVIO

CATHOLIC HIGH SCHOOL

G Suite for Education Responsible Use Guidelines

St. Dominic Savio Catholic High School utilizes G Suite for Education for students, teachers, and staff. This document describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of St. Dominic Savio's online presence in G Suite for Education:

- Mail** - an individual email account for school use managed by St. Dominic Savio Catholic High School
- Classroom** - weaves together Google Docs, Drive, and Gmail so teachers can create and collect assignments paperlessly
- Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Drive** - cloud storage
- Sites** - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Guidelines for the responsible use of G Suite for Education by students:

1. **Official Email Address.** All students will be assigned a *username@student.saviochs.org* email account. This account will be considered the student's official Savio email address until such time as the student is no longer enrolled at St. Dominic Savio Catholic High School.
 2. **Prohibited Conduct.** Please refer to the Internet Use Policy in the Student Handbook.
 3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of St. Dominic Savio Catholic High School. The school maintains the right to immediately withdraw the access and use of these services including email 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 a school Administrator for further investigation and adjudication.
 4. **Security.** St. Dominic Savio Catholic High School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the school cannot assure that users will not be exposed to unsolicited information.
 5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. St. Dominic Savio Catholic High School and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The school reserves the right to access the *username@student.saviochs.org* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.
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