

Technology Acceptable Use Policy

Junior Kindergarten/Kindergarten/Lower Elementary

* On Campus and Distance Learning *

Occasionally students will be working on their assigned computers on the Internet with direct supervision of the teacher.

Japhet students have access to the Internet and educational applications through a networked system and Google Apps for Education.

We will be using the Internet to visit pre-planned educational, age-appropriate destinations, as well as to view videos and video clips related to various lessons.

Note that Japhet School Technology Guidelines govern both the Japhet School devices as well as the Japhet School student Google accounts. Students are expected to abide by the policies below while using their Japhet School Google account, regardless of whether usage is in school or at home:

- Students will demonstrate respect and care for computers and tablets at all times.
- Students will respect the equipment of others. They shall not touch another's device while another student is working.
- Failure to abide by these guidelines will result in verbal or written consequences and/or suspension from use of any Japhet School device for a period of time based on severity of the action.

I have read, discussed, understand, and agree to abide by the Technology Acceptable Use Policy for Japhet School. I give permission for my child to have access to the Japhet School Google Apps for Education account that has been assigned to him/her for school-related use. Returning this form with a proper signature is required before Internet and device usage.

Student Name _____

Parent/Guardian Signature _____

Date _____

What is Google Apps for Education and How is it Managed at Japhet School?

Google Apps for Education is a suite of web-based programs providing email, word processing, spreadsheet, presentation, calendar, research, and collaboration tools that can be used by all Japhet School students, faculty, and staff. Google Classroom is included in this suite of apps. Japhet School accounts are intended for collaborative schoolwork, and to that end, Japhet School email accounts will only be able to send mail to and receive mail from other Japhet School users.

The Google Apps for Education accounts are property of Japhet School. Therefore, the content in these accounts may be accessed or searched by designated Japhet employees. As the provider of these services, Japhet School will also be able to provide parents and/or guardians with their child's login information, if requested.

At all times, students are responsible for their adherence to Japhet's Technology Acceptable Use Policy, both within the school and elsewhere. Students who misuse their accounts will be referred to the Head of School who will deal with any infraction on a case-by-case basis. The Head of School may choose to suspend student access to specific applications, or may choose to suspend a student's account privileges entirely for a length of time appropriate to the offense. Parents will be notified should their student be in jeopardy of their account access being altered or suspended.

Japhet School is committed to ensuring that students get the appropriate level of technological experience and education based on the age and developmental level of the student. As students move from grade to grade they will gain greater knowledge, thus access, to online applications. We are dedicated to striking a healthy balance between time spent on and away from screens.