

Student Google Accounts Years 3-6

Dear Parent/Guardian,

I am pleased to inform you that all students in Years 3 - 6 will shortly receive a school Google account. Students will be able to access their Google accounts from home by signing into gmail. E-mail addresses will take the form of our school domain, e.g. initialfromfirstnamesurname@jess.sch.ae. Students will learn how to use Google mail during their ICT lessons.

The purpose of creating Google accounts is to provide students with a method of sending schoolwork to teachers, as well as collaborating on presentations, documents, websites and other tools. Google accounts are not to be used by students as a social forum or for personal use. Existing e-mail accounts that students may have, such as gmail or hotmail, are to be considered as personal, and are not to be used for school communication.

We have decided that class teachers will retain passwords. As parents you can request your child's password and I will provide this. This will ensure that all e-mail communication is carefully monitored, both at home and in school. Furthermore Google video chat and instant messenger have both been disabled.

I would also like to take this opportunity to assure you that our e-mail is very secure. Incoming e-mails are subject to strict filters. All attachments are scanned for malicious code, such as viruses. Furthermore, e-mail content will also be filtered to ensure communication is of a suitable manner. In the unlikely event that your child receives spam or malicious code, please notify me immediately.

If you consent to your child having a Google account, please complete the Google Account Policy Form overleaf. Please come and see me if you have concerns about this.

Yours sincerely,

Mr. Ronan Mc Nicholl
Head of Primary ICT
JESS Arabian Ranches

Student Google Account Acceptable Use Agreement

I understand that having a school Google account is a privilege, which could be taken away from me.

I understand that my teacher and my parents have access to my Google Account, so that e-mail communication is monitored.

I understand that my school Google account is to be used for communicating with teachers or other students, on educational matters only.

Keep my password secret.

Never access or distribute material by e-mail, which may be considered offensive by others.

Never attempt to send any malicious code, such as viruses to others.

Report offensive e-mails to my class teacher.

If I break any of these rules I will report it to my teacher as soon as possible and realize that I may be punished, but that my honesty will be recognized.

Student Google Account Permission Form

Please complete and return this form to your class teacher.

Pupil

As a user of a school domain, I agree to comply with the school rules on its use. I will use my school Google account in a responsible way and observe all the restrictions explained to me by the school.

Pupil's signature _____ Date ____/____/____

Parent/ Guardian

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use a school Google account. I understand that pupils will be held accountable for their own actions.

Parent's/ Guardian's

Signature _____ Date ____/____/____

Pupil's name _____ Date ____/____/____

Class _____