



Dear Parents/Guardians,

School District 308 is proud to expand our partnership with G Suite for Education (formerly Google Apps for Education). G Suite for Education is used by thousands of schools and universities worldwide, and its collaboration tools enable students to work together on documents, presentations, and projects via the web. It also provides an online storage space for files, eliminating most needs for flash drives between home and school. Email accounts are required by many web-based educational tools. These accounts allow teachers and students to communicate and collaborate in a safe and structured manner. For more information on G Suite for Education, please visit: <https://www.google.com/work/apps/education/benefits.html>.

**G Suite for Education Student Accounts:**

To ensure equal access for all students and to comply with online safety laws protecting children 13 and under, SD308 will provide accounts to students in grades K-12. Email access will begin in 5th grade. We have carefully considered students' online safety in setting up the policy for student accounts.

**Acceptable Use:**

Library Media Specialists have traditionally instructed students on digital citizenship topics such as password safety and responsible research methods. During the 2015-2016 school year, we piloted expanded digital citizenship modules at the junior high and high school levels, and we plan to formalize the expansion of the curriculum. Parents are also encouraged to talk with their child about online safety. For more cyber-safety tips, please visit the Federal Trade Commission: <http://www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf>.

Students should consider their school email as an extension of the classroom, and it is subject to the same rules and guidelines as expected in school. All school emails are archived and retrievable for a minimum of one year.

**Restrictions for Student Google Accounts:**

All student accounts will begin with each student's ID number followed by @students.sd308.org. Students in grades K-4 will not have email access. Students in grades 5-8 can only send and receive emails within the SD308 domain. Students in grades 9-12 will be able to send and receive emails from within and outside of SD308 domain.

**Filtering of Emails:**

School email accounts must comply with the Federal Children's Internet Protection Act (CIPA). Student emails will be filtered, just as Internet access at school is filtered, to ensure student safety in the online setting. SD308 uses filtering tools and makes every effort to block inappropriate content. However, if a student receives any inappropriate emails, they should report it to an adult.

**Opting Out:**

If you have concerns about your child having access to email through a Google account, please contact your child's principal in writing to opt out.