



Google Apps for Education (G Suite)

Dear Parents/Guardians,

As a leader in using technology to expand learning opportunities for students, Red Clay Consolidated School District is proud to partner with Google Apps for Education. Google Apps for Education is used by thousands of schools and universities worldwide to make collaboration tools available for students, including email. Google Apps collaboration tools will make it possible for students to work together virtually on documents, presentations and projects via the web. Google Apps provide an online storage space for files, eliminating most needs for flash drives between home and school, and also integrating directly into Schoology, our online learning management software, allowing students to electronically submit assignments. If your child does not have access to a computer and/or Internet at home, please contact your school principal to discuss qualifications for assistance.

What does this mean for you and your children?

District staff have carefully considered students' online safety in setting up the procedures and rules for student accounts. To ensure equal access for all students and comply with online safety laws protecting children 13 and under, RCCSD will provide Google accounts to students in grades K through 12. Email access begins in ninth grade.

Increasing access is determined by a student's grade level:

- Grades K-2: Google Drive
- Grades 3-8: Calendar
- Grades 9-12: Email

Acceptable Use

Before students receive accounts, your child's school will teach students how to access their account, email messages, and how accounts may be used in compliance with our Acceptable Use Policy (<http://www.dcet.k12.de.us/instructional/internetsafety/AUPs/RedClay>). Parents are also encouraged to talk with their children about online manners and safety. Throughout the year, your child may have assignments that are completed using tools like Google Docs and other Google Products. Students will receive instruction from teachers about the Google tool at that time. Students should consider their school G Suite / Email account as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school.

Student Google Apps for Education accounts

All student G Suite accounts will begin with " s." followed by student firstname.lastname @redclayschools.com (e.g. s.john.smith@redclayschools.com). Students are able to change their passwords to ensure privacy. Passwords can be reset by the school librarian.

Opting-out of Google Apps for Education accounts

If you have concerns about your child having a G Suite account, please contact your child's principal to discuss alternatives to web-based instructional and collaborative tools.

Filtering of Emails (students in grades 9-12)

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 online. Every email sent and received from a school email account (whether from any home, school or public computer or mobile device) goes through filtering software that scans for language and images. Student email addresses will have restrictions on what can be received. RCCSD and Google uses very powerful filtering tools and makes every effort to block inappropriate content; however, technology is ever-evolving. If a student receives any inappropriate email, it should be reported to the school principal immediately. If you have any questions or concerns about technology usage in Red Clay, please email

family.helpdesk@redclayschools.com

Thank you for your support as we work to leverage critical thinking, collaboration, creation, and communication tools for 21st century teaching and learning.