



Google Email General Usage Guidelines

The Lakeville Area Public Schools has implemented "Google Apps for Education" for staff and students. All students have accounts that allow for online electronic communication, document storage, and the use of productivity tools that are accessible from home, school, and anywhere there is an Internet connection. Adherence to the guidelines below is required.

1. Teachers will make reasonable effort to monitor student conduct related to class content to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same position.
2. All participants will be respectful in all communication and in compliance with ISD 194 policies. Cyberbullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will not be tolerated. (per District Policy E-48)
3. All participants must protect their login and password information. If participants suspect that a password has been compromised, they must notify a staff member immediately.
3. Student users should access only documents that have been shared with them. The Lakeville Area Public Schools reserve the right to access the Google account of users when there is suspicion that unacceptable use has occurred.
4. Postings or use of Google Apps that may facilitate or promote illegal activity, personal financial gain, chain letters, commercial purposes, false identity, either directly or indirectly is prohibited and may result in consequences.
5. In addition to the Terms and Conditions noted in this document, students must comply with the Lakeville Area Public Schools Acceptable Use Policy F-260.
6. Access to and use of the student's Google account is considered a privilege. The Lakeville Area Public Schools maintain the right to terminate the access and use of their Google account when there is reason to believe that violations of law or district policies have occurred. The alleged violation will be directed to the building principal/administrator and addressed according to the procedures outlined in the student handbook.
7. The Lakeville Area Public School District does not guarantee the security of electronic files used in Google Apps for Education. Google does have a content filter, however, the district cannot ensure that users will not be exposed to unsolicited information.

**This document is a supplement to the Lakeville Area Public School District's Policy F-260 on Acceptable Use of Electronic Information.