



MARK WEST UNION SCHOOL DISTRICT

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Dear Parents,

Mark West USD is happy to introduce Google Apps for Education for our students. Google Apps accounts will allow students to work collaboratively with each other and their teachers using the school's new Chromebooks and existing desktop computers.

Google Apps for Education contain a number of features:

- A full productivity suite - word processing, spreadsheets, and slideshow programs
- E-Mail - in a "walled garden" only with other Mark West USD School users
- Classwork management through Google Classroom
- Many other features that may be chosen by teachers as needed for their classes

As a part of the Google Apps suite, students will be issued an e-mail address. This email account is restricted to contacting other users ONLY within the school's email system; no e-mail can be sent or received from outside. Students will use the e-mail accounts to communicate with teachers and their peers to complete assigned schoolwork. Accounts are supervised by school staff and reviewed for use in violation of the school's Acceptable Use Policy which was received and signed by parents in the beginning of the year first day packet, and is posted on the district website.

Google Apps for Education accounts are advertisement free (unlike standard Google accounts), and no personally identifiable information is collected about students.

Google Apps for Education accounts will also be accessible by students at home. Students will be able to log on to their accounts at home to share their work with parents, or to work on assignments. The school's Acceptable Use Policy is still in force when Google Apps for Education is accessed off campus.

If questions of improper use arise, parents may make arrangements with school staff to investigate the content of their child's account. Please contact your site Principal through the school office for further information.

Failure to comply with the Mark West Union School District Acceptable Use Policy may result in a disciplinary referral. Disciplinary action shall be in accordance with existing discipline policies and may include suspension or expulsion in accordance with the laws of the state of California and District Policy.

We feel that the addition of Google Apps for Education and Chromebooks to the Mark West USD curriculum is an exciting way to ensure the success of our students as they continue their learning into the future. Teachers are receiving training to help integrate this technology into the classroom. We are looking forward to getting started with this exciting program!

Mark West Elementary School
Tracy Lavin-Kendall, Principal
4600 Lavell Road
Santa Rosa, CA 95403

San Miguel Charter Elementary
Patrick Eagle, Principal
5350 Faught Road
Santa Rosa, CA 95403

John B. Riebli Charter Elementary
Emily Todd, Principal
315 Mark West Springs Road
Santa Rosa, CA 95404

Mark West Charter School
Michelle Franci, Vice Principal
4600 Lavell Road
Santa Rosa, CA 95403

Mark West Union School District Board Policy 6163.4

Instruction Student Use of Technology

The Governing Board intends that technological resources provided by the district be used in a safe, responsible and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and personnel for any damages or costs incurred.

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication.

Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

On-Line Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 7001, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Mark West Union School District Board Policy 6163.4

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Legal Reference:

EDUCATION CODE

[51006](#) Computer education and resources

[51007](#) Programs to strengthen technological skills

[60044](#) Prohibited instructional materials

PENAL CODE

[313](#) Harmful matter

[502](#) Computer crimes, remedies

[632](#) Eavesdropping on or recording confidential communications

[653.2](#) Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

[6501-6506](#) Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

[6751-6777](#) Enhancing Education Through Technology Act, Title II, Part D, especially

[6777](#) Internet Safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

MANAGEMENT RESOURCES;

CSBA Publications

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: a Guide for Teachers, December 2000

MY [SPACE.COM](#) PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES:

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

Mark West Union School District Board Policy 6163.4

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org>

(7/07 3/09)