

Student Acceptable Use Policy – G Suite



This AUP is essential for managing and sustaining the integrity of Seaton Delaval First School.

Guideline of G Suite Usage

- Students are not permitted to chat or set up private groups between each other (this feature has been disabled).
- Students are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
- Students are unable to send emails internally or externally; meaning the sending and receiving of emails has been blocked by the school.
- The school may provide internal communication to assist delivery of the ICT curriculum, in the event of this happening, the students would only be able to email their year group teachers.
- Students must comply with all current legislation including Copyright and GDPR.
- The school does not condone the students using the Google Podcast service. This app features within G Suite. The Google Podcast service may feature content deemed not appropriate for student. Presently this app cannot be restricted within the G Suite platform, therefore the school does not approve of this app for use.

Unacceptable behaviour of G Suite includes:

- Posting inappropriate comments/links.
- Using your school G Suite account for personal use.
- Using your school G Suite account to send/forward chain mail and files
- Distributing images, text or materials that could be considered indecent, inappropriate, obscene or illegal.
- Distributing images, text or materials that could be considered discriminatory, offensive or abusive and transmitting spam.
- Accessing another student's G Suite account.
- Usage of Google Podcasts.

I will:

- Report any suspicious emails or Drive content to a member of staff immediately.

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- Always send polite and sensible messages or information.
- Report any messages that I have seen that I am unhappy with. I will not respond to it but save it and talk to a teacher.

Monitoring:

- I am aware that all use of school computers is logged and monitored at all times, this includes external usage of Classroom usage and Gmail for emails.
- I am aware I should not share my home address, phone number, send photos or videos or any other personal information that could identify me or my family.
- I am aware that if my behaviour in G Suite is considered to be inappropriate, I will be blocked from using G Suite services.

Student Name:	
Parent/ Carer Name:	
Signature:	
Date:	