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| This is the agreement we asked parents to complete - Ben |
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| [Google Suite Acceptable Use Agreement](https://docs.google.com/forms/d/e/1FAIpQLSd-JopX-139A43O0wV4f66jTXECUDVaKk3vMSFO6VrNTnc_dA/viewform?vc=0&c=0&w=1&usp=mail_form_link) |
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| Background Ivy Learning Trust believes that the online learning platform Google Suite (GSuite) is a tool that allows for effective and meaningful teaching and learning both in school and at home. It is important to ensure that this tool is used in a safe and ethical manner and in accordance with Ivy’s safeguarding arrangements. This document therefore sets out the terms under which GSuite should be used safely by Ivy’s staff and pupils and in a manner that supports effective and appropriate teaching and learning. This is in line with Ivy’s Data Protection policy.   Status of this agreement This agreement must be read and signed (if possible) by parents/ carers and pupils prior to using GSuite. When this is not possible, the agreement will be sent to parents/ carers via email and it will be assumed that the provisions have been accepted unless a communication is received by the school stating otherwise.  Purpose Each school within Ivy Learning Trust will provide every pupil with a unique, filtered and monitored GSuite account for the purpose of facilitating distance learning and participation in web-based classroom activities, such as collaborative projects. Student Google Suite accounts will be actively monitored by staff. Student Google accounts are intended for educational purposes only. Failure to comply with this Acceptable Use Agreement by parents/ carers/ pupils can result in restrictions being placed upon their account or, in extreme cases, loss of access.   All pupils within Ivy Learning Trust will have access to the following GSuite services:  ● Google Drive ● Google Calendar ● Google Classroom ● Google Docs, Sheets, Slides and Forms  Pupils will not have access to:  ● Gmail ● Hangouts Meet  o This may be used in some circumstances for the purpose of enhancing online learning. When video calls are used the parent/carer must be present. ● Hangouts Chat  Account security and safety It is the responsibility of pupils to maintain the confidentiality of their Google account information. Pupils will not share usernames, passwords, or other account information and will report any possible unauthorized use of their accounts to a teacher or member of school staff immediately. Under no circumstances will pupils attempt to login to another pupil’s Google account.  Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately. Students will not use GSuite to share personal information such as full names, locations, family information, phone numbers, etc.  Pupil use guidelines Google accounts are to be used for the following purposes only: ● Teacher-student correspondence ● Accessing/ submission of classroom assignments or materials ● Creation of documents for classroom work  Students may not use GSuite accounts for: ● Unauthorized personal communication ● Bullying or harassment of other students ● Forwarding of chain mail, spam, or commercial content ● Sending inappropriate or immoral content or language  Privacy All Google accounts are the property of Ivy Learning Trust. Pupils should therefore expect Google Suite to be subject to monitoring at all times and should not expect any documents to be private.   Internet usage All internet access at school will be monitored and filtered to prevent access to undesirable content. Where pupils are accessing GSuite from home, it will be the responsibility of the parent/ carer to monitor, supervise and put in place any restrictions to prevent the access of unsuitable/ harmful content.  Consequences of violation of Acceptable Use Agreement Pupils who do not adhere to this Acceptable Use Agreement may have their access revoked and or restrictions placed on their account. In special circumstances the matter may be referred to the police or other external agencies as required. |
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| **Parent/ carer consent. I am aware that all GSuite accounts remain the property of Ivy Learning Trust and, as such, must be used in accordance with Ivy’s Acceptable Use Agreement. In order to comply with this, I confirm that I will monitor my child at all times and make adequate arrangements for their online safety. I am aware that if I should have any questions, I should contact my child’s school. \***   * + [ ] I understand Ivy’s Google Suite Acceptable Use Agreement   **Parent/ Carer name and date this was read. \***  **Pupil Consent \***   * + [ ] I agree to follow Ivy’s Google Suite Acceptable Use Agreement   **Pupils name/ Class name and date agreed. \***   |  | | --- | | [Submit]  Never submit passwords through Google Forms. |   Powered by  [Google Forms](https://www.google.com/forms/about/?utm_source=product&utm_medium=forms_logo&utm_campaign=forms)  This form was created inside of Eastfield Primary School.  [Report Abuse](https://docs.google.com/forms/u/0/d/e/1FAIpQLSd-JopX-139A43O0wV4f66jTXECUDVaKk3vMSFO6VrNTnc_dA/reportabuse?source=https://docs.google.com/forms/d/e/1FAIpQLSd-JopX-139A43O0wV4f66jTXECUDVaKk3vMSFO6VrNTnc_dA/viewform?sid%3D42bdac568fb9b795%26vc%3D0%26c%3D0%26w%3D1%26token%3DqUXx23IBAAA.2BJuLALsfIn60yN0ngKzmw.oCPkjaaXe3_WV09OxbIRyg) - [Terms of Service](http://www.google.com/accounts/TOS) - [Additional Terms](http://www.google.com/google-d-s/terms.html) |