



What is Google Apps?

Google Apps for Education is a suite of web-based messaging and collaboration tools that are accessed through a web browser, such as Internet Explorer or Firefox. No additional software is required, only a computer, or other device, that is connected to the Internet.

What's Included?

- Mail – communicate with teachers and peers
- Tasks – easy to manage to-do lists
- Calendar – keep due dates organized
- Docs – online spreadsheets, word processing, presentations
- Sites - collaborative websites
- Chat – instant messaging
- Groups – online discussion boards

Tips for Keeping Your Student Safe Online

BUSD attempts to educate children about Internet and email safety however we also realize that your children will also use the computer at home and in the community. The tips below will help you keep your children safe while they are online.

- Always place the computer in a high traffic area.
- Monitor your computer for instant message accounts and make sure that if your child uses instant messaging, you know who is on their chat list.
- Check the history of your Internet browser and the history of any instant message programs.
- Have frequent conversations with your child about appropriate use of the Internet, email, and other communication tools.

Berryessa Union School District

1376 Piedmont Rd • San Jose, California
www.berryessa.k12.ca.us

Parent Guide to Google Apps for Students

Beginning Fall 2014



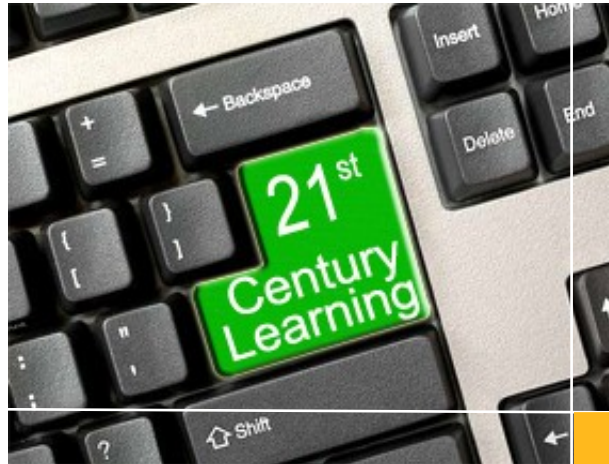
Every Child- Every Day- Every Opportunity

Safety and Security

Student communications will be limited to other BUSD students and staff only. Emails sent to non-BUSD email addresses (e.g., Yahoo, Hotmail, Gmail) will not be delivered, just as those sent by non-BUSD addresses will not be delivered to students.

In order to ensure the appropriate use of the system and prevent cyber bullying, BUSD staff will implement content filtering policies.

All students will use their unique Google username and secure password to access Google Apps.



Benefits to Students

Providing students access to email as well as the other tools in the Google Apps suite aids in developing 21st Century skills to be college and work-force ready. Many universities and industry leaders are already using Google Apps. BUSD will be ready for the challenge.

- Online storage of files - up to 30 GB
- Anytime, anywhere access
- Word processing, presentation, and spreadsheet software for free (Google Docs)
- Tools to help with organization of projects (Calendar, Tasks)
- Learning environments that are more engaging and accommodating to multiple learning styles
- Increased communication with teachers and peers (Email, Chat)
- Safe and controlled environment

Student Acceptable Use

All students are expected to follow the guidelines for technology use as outlined in the Student Code of Conduct as well the Acceptable Use Policy.

Additionally, a student guide for electronic communication will be distributed and adhered to. Students shall not:

- Utilize the school system computer network for any illegal activity.
- Access or link to websites that contain material deemed vulgar, offensive, or otherwise inappropriate.
- Use or display copyrighted or otherwise licensed material without specific permission or authorization from the appropriate party.
- Utilize the network for commercial purposes.
- Post, use, or download any files that cause congestion or impede network operations.
- Trespass in or vandalize another's files, folders, data, or work.
- Post anonymous messages or in any way misrepresent one's own identity.
- Use an account password of another user.
- Use abusive or otherwise objectionable language in any message.
- Use e-mail to promote the annoyance, attack, or harassment of others.

Consequences for misuse may include, but are not limited to, suspension of equipment access, disciplinary action commensurate with the level of misconduct, and/or legal action as appropriate.

