

Google Workspace For Education Grade 2 to 6

Student Code of Conduct Agreement



Beveridge Primary School will provide students with a Google account using the Google Workspace for education enterprise system provided in line with the Department of Education Victoria policies.

The basic purpose for you to use the Google Workspace is for education.

This agreement states you will use the Google Workspace only to support your education. Also, this agreement states that you will be polite and respectful of other students. You will also respect students' privacy and security when using the Google Workspace.

1. Personal Responsibility:

- **I will** report any **misuse** of the Google Workspace to my teacher

2. Acceptable Use:

- **I will not** use the Google Workspace to create any webpages without school consent
- **All posts, emails, documents, etc. that I create using the Google Workspace will follow teacher instructions** and the BPS Digital Technology Acceptable Use Agreement that my parents and I signed in term 1
- **I know** that the school Digital Technology Team has the right to see and change all digital activity, that I make on the Google Workspace
- **I will complete work as asked** by my teachers
- **I will work appropriately** when on the Google Workspace apps, such as Google Classroom, Google Docs, Google Sheets, Google Slides, etc
- **I will not** use my Google Workspace details to access other online platforms such as Social Media apps or websites without strict permission from the school.
- **I will work appropriately** when on other education apps **such as Minecraft for Education**
- **I will not delete or change others' work/worlds** when on Minecraft for Education

3. Privileges:

- **I understand that the use** of the Google Workspace is a privilege, not a right
- **If I do not follow** these acceptable use agreement and code of conduct rules when using the Google Workspace, **I will lose the right to a Google Workspace account and will receive consequences** decided by the Digital Technologies leader or Principal class
- **These consequences will depend on the severity of the inappropriate action**

4. Network Etiquette and Privacy:

- **I understand and will follow** the Beveridge Primary School Digital Technology Acceptable Use Agreement that my parents and I read and signed in term 1

5. BEING POLITE AND USING APPROPRIATE LANGUAGE:

- **I will not use** the Google Workspace to post any abusive, rude, unfair, inappropriate, or offensive material
- **I will not encourage others** to use the Google Workspace to post any abusive, rude, unfair, inappropriate, or offensive material
- **I am a representative of our school** on the Internet and will use polite and appropriate language

6. **PRIVACY:**

- **I will not give out** my home address or personal phone number or the addresses and phone numbers of other students, while using my Google Workspace account
- **I will not give out** my Google Workspace details, email address, passwords or the email address or passwords of others
- **I will not use** others' sensitive/private information (including school staff and students) to contact, share that information or be inappropriate
- **I will inform** my teacher if I come across any private/sensitive information that belongs to others

7. **ELECTRONIC MAIL:**

- **I understand** that **ALL** email sent via the Google Workspace **must be school related** and **must include a teacher in ALL emails** sent from my account
- **I will not create spam emails** (emails that are designed to waste the recipient's time and have no school learning related information)
- **I will immediately** report any threatening, obscene, or harassing email to my teacher
- **I understand** that I will **not** share the Google Workspace password with others and the Google Workspace that **I am responsible for all email sent through my account**
- **I understand** that email sent through this account will be seen by the school's IT department and suspect emails will be forwarded to the Digital Technologies leader or Principal class for further action

8. **Vandalism:**

- Any attempt to change or destroy data of another user or student will result in disciplinary action – this includes anything on the Google Workspace, Minecraft worlds, etc.

Student Signature:_____

Student Name (Printed):_____

Date: _____

Print Parent/Guardian Name 1: _____

Parent/Guardian Signature 1: _____

Date: _____

Print Parent/Guardian Name 2: _____

Parent/Guardian Signature 2: _____

Date: _____