

COALDALE CHRISTIAN SCHOOL

"Your word is a lamp unto my feet and a light for my path" Psalm 119:105
2008-8 Street Coaldale, Alberta T1M 1L1 Ph: (403)-345-4055 Fax: (403)-345-6436
office@coaldalechristianschool.com
www.coaldalechristianschool.com



CCS Student Gmail Safety Measures



Coaldale Christian School provides **all students with a Google Apps account**. That account gives student's access to **Gmail, Google Docs, Google Calendar**, and the newly released **Google Classroom**

Because Google Apps provides email and collaboration abilities for students, it is critical that we provide **appropriate safety measures** for the proper use of these tools. This document will cover the main safety measures we will have in place.

Clear guidelines for use

We will provide two documents that address **use, misuse, and consequences** related to the Google Apps tools (and all other technology services).

- **Student Acceptable Use Policy (AUP)** - This document covers how technology is and is not to be used in our educational setting. **Parents and students both sign this document** to indicate they have read and agree to the policies. A blank copy of the AUP will be available on our website for reference, once it has been approved by the board.
- **Student Email Guidelines** - This document goes into more specifics concerning what is and is not allowed with email usage. This document is not signed, but will be made available on our website.

Parents and students are encouraged to **review these two documents as needed**.

Limits on email senders and recipients

The Gmail accounts provided to our students are **only for use within the school**. This is to provide another way for students to communicate with their teachers, and for students to collaborate together on group projects. The following **limits are set on email use**:

- Junior and Senior High students can only email Junior High students, Senior High students, and all staff.
- Junior and Senior High students cannot email their own personal accounts, parent accounts, and anyone outside of the school domain (coaldalechristianschool.com).
- Junior and Senior High students cannot receive email from outside of the domain (*e.g. gmail.com or yahoo.com or hotmail.com*)

Because **no email can come in from outside of the school**, students will not receive spam, unsolicited messages, or anything inappropriate from the outside world. Also, students cannot send messages to people who are not staff or students in our school.

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Monitoring and filtering of email

Email that is sent is **monitored and filtered** based upon content.

- Rules/filters are set up to monitor student email for **profanity, harassment, and other inappropriate content**.
- Student email that is identified as inappropriate will be either be **blocked from delivery**, and/or instead will be **sent to the school administration for review**.

From the Acceptable Use Policy:

Privacy Statement:

All messages that are created, sent or received are to be considered the property of the school and should be regarded as public material. The school reserves the right to access and view materials on occasions where the school feels this is needed. All messages may be disclosed to law enforcement or other third parties without the expressed permission of the sender or recipient.

Parent access to student email

Student email accounts use the **similar usernames** that students use to login to the computers at school.

- The student's **username** is their normal **first name followed by their last name including their graduation year**, such as *john.doe20@coaldalechristianschool.com*

If a parent wishes to receive access to their child's email account they can request a specific password be used for their child's email account so that both the student and parent know the password. Students cannot change their password without requesting it from tech support.