



Google Apps for Education (G-Suite) Policies and Usage Agreement Montessori Academy of London 2024-2025

Dear Students and Parents,

The Montessori Academy of London will utilize Google Chromebooks and G Suite (Google Apps for Education) in the upcoming school year for Upper Elementary and Junior High students and teachers. This document describes the tools and student responsibilities for using these services. As with any educational endeavour, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of the Montessori Academy of London's online presence in G-Suite (formerly Google Apps for Education): **Drive, Docs, Slides, Sheets and Sites** - a cloud storage space, word processing, spreadsheet, website builder, and presentation toolset that is very similar to Microsoft Office. Using these tools, students collaboratively create, edit and share files for **school-related** activities and communicate with other students and teachers on **school-related** assignments and projects. These services are entirely online and available 24/7 from any Internet-connected computer or device.

Guidelines for the responsible use of Google Apps for Education by students:

- 1. Official Username:** All students will be assigned a username@montessori.on.ca G-Suite account. This will be considered the student's official account for all school work related activities until such time as the student is no longer enrolled with the Montessori Academy of London (upon graduation).
- 2. Prohibited Conduct:** Use of technological communication devices for school purposes is governed by the Montessori Academy of London's Code of Conduct.
- 3. Access Restriction:** Access to and use of G Suite, including communication between students, is considered a privilege accorded at the discretion of the Montessori Academy of London. The Principal and/or Executive Director maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal and/or Executive Director for further investigation and adjudication.

4. **Proper Handling:** All electronic devices offered by the school for the purpose of school-related activities are the sole property of the Montessori Academy of London. Consequences for any misuse or improper handling causing damage to any device will be at the discretion of the Principal and/or Executive Director. Any user may be subject to the payment for repair or a replacement of a damaged device if their actions have been deemed by the Principal and/or Executive Director to warrant such payment.

5. **Security and Privacy:** Although Google and Montessori Academy do have specialized and powerful content filters in place, Montessori Academy cannot assure that users will not be exposed to unsolicited information beyond the administrative control of the School. All electronic users should treat electronically stored information in individuals' files as confidential and private. Furthermore, users are strictly prohibited from accessing files and information **other than their own**. The Montessori Academy of London reserves the right to access the username@montessori.on.ca Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Other Important Information

It is important that MA families understand the security and privacy measures employed by Google within the software suite of educational tools provided by Google. This includes how Google uses and protects the data of all education G-Suite users. For this reason, the school has developed a document titled: ***“Security and Privacy Using Google Apps for Education (G-Suite) - Montessori Academy of London”*** which is available for review at all times on our website under ***“Our Families > Forms & Policies”***.

- How are the Montessori Academy of London and Google linked together?
 - The Google agreement with the Montessori Academy of London provides access to Google applications and storage. While Google hosts these services off-site, the School maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that the School can grant and remove user access, and control other settings to ensure a safe and secure collaborative environment for students and teachers.
- What personal student information will be stored in Google Apps for Education?
 - Google does not request any personal information from students and the School does not provide personal student data (ex. birthdate, address, phone number, grades, test scores) to Google. That information resides in the School student information system and is not stored, nor available to Google.



Montessori Academy of London
Google Apps for Education Usage Agreement 2024-2025

By signing below, I confirm that:

I understand that some of my child's school work will be stored in G-Suite (formerly Google Apps for Education) and that the policies, procedures and guidelines outlined above will be adhered to. I also understand that information regarding security and privacy within G-Suite at Montessori Academy is available for review at any time at: <https://montessori.on.ca/our-families/forms-policies/>

Parent Name: _____ (print parent name)

Parent Signature: _____

Date: _____

As a student, I agree that my parent/guardian will hold the right to access my account if they request it. If I refuse, my parent/guardian will gain access through a request made to my teacher(s). I also understand that I must follow the school's code of conduct policies and that my usage of G-Suite (Google Apps for Education) is for **school-related purposes only**.

Student Name: _____ (print student name)

Student Signature: _____

Please sign and return this form in order to gain access to your account for the 2024-2025 school year.