

2023-2024 G SUITE FOR EDUCATION CONTRACT

Dear Parent/Guardian of students in GRADES K-8,

Salem School uses G Suite for Education. This is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. At Salem School, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Salem School has its own domain, (Salemschoolct.org), which means that student email, data or correspondence are only possible within the school account. They cannot receive or send emails to anyone outside of the school domain.

G Suite may, however, be accessed via any Internet-enabled computer or device outside of school. Parents are welcome and encouraged to join us in educating their children in safe, proper, and ethical use of the account including email communications.

Please review and discuss the expectations for appropriate use of the G Suite account with your child.

I understand that use of the school account is viewed as a privilege and, as such, access may be used for educational and research purposes only. I realize misuse may result in school disciplinary action as determined to be appropriate by the administration and/or teacher and in loss of privileges. I will abide by the Terms of Use set forth by Google and all Salem School District policies.

With this school account, I will:

- Use the account only for my schoolwork,
- Keep my personal information private,
- Use appropriate language,
- Participate only in what my teacher allows me to do,
- Use web sites that help me with my work,
- Follow the rules of the school district's appropriate use policy.