



HAWTHORN SCHOOL

Addendum to the Acceptable Use of Technology Agreement

Revised Definitions, Student E-mail & Google Classroom Guidelines

Updates to the Hawthorn School Acceptable Use of Technology

Due to changes in the technology use of the school and the need to update our methods of access, please note that the following definitions have been changed or added to the Acceptable Use of Technology Agreement.

Definitions

Online / “Cloud Services”

Some online tools and apps are referred to as “cloud services”. This means that students will store saved work online. Using cloud services, or online resources, will allow students to work on projects outside of school time. Hawthorn School uses the Google suite for Education. Students regularly use the Google platform to gain access to online resources and applications, for which they will be provided with a school gmail account.

E-mail

When appropriate, students or families (for younger students) will be provided with a school gmail account which is to be used only for school purposes, including but not limited to: creating and accessing documents, presentations, google hangouts, google meets, and google classroom.

Google Suite for Education

When appropriate and for the purposes of continuity of education, the google classroom, google hangout and other tools that make up the Google Suite for Education will be used. As described previously, students or families (for younger students) will be provided with a school gmail account in order to access these tools. Students are responsible for checking and completing the work posted by their teachers in the Google Classroom.

Student E-mail & Google Classroom Guidelines

In using both the school e-mails and the google classroom platforms students should recall that the policies of the [Acceptable Use of Technology Agreement](#), the [Social Media Agreement](#), and the [Student Code of Conduct](#) are all still in effect. The use of these tools are to increase communication and collaboration regarding school and course related topics. To that end the following should be kept in mind.

Uses for student e-mail

Students are required to regularly check and respond to e-mails they receive that pertain to the school or to classes they are taking, examples of the use of e-mail include:

- Teachers sending e-mails to their students to communicate reminders, course content, pose questions related to class work, and such.
- Students sending e-mails to their teachers with questions or comments regarding class.
- Students sending e-mail to other students to collaborate on group projects and assist with school classes.

Students are encouraged to e-mail staff concerning school related content and questions. However, there is no requirement or expectation for staff to answer student e-mail outside of the regular school day and week (8:00 am - 4:00 pm, Monday to Friday). It is important to note that an unanswered e-mail to a teacher does not excuse a student from turning in an assignment.

Student permissions:

Our Gmail system controls whom e-mail messages can be sent to and whom they can be received from. Students only have permission to send or receive e-mails from other individuals within the domain (those that have an @hawthornschool.com address). In addition they are unable within their google drive file to share outside the domain.

General e-mail guidelines for students:

As noted above, the student Acceptable Use of Technology and Social Media Agreement Policies cover e-mail as well as other technologies. Below is a general summary of guidelines related to e-mail and postings in google classroom discussions:

- School e-mail is to be used only for school related communication.
- Do not send harassing messages or content.
- Do not send offensive messages or content.
- Do not send spam messages or content.
- Do not send e-mail containing a virus or other malicious content.
- Do not send or read e-mail at inappropriate times, such as during class instruction unless requested to do so by your teacher.
- Do not send e-mail to share test answers or promote cheating in any way.
- Do not use the account of another person.

Expectation of Privacy from the Student Acceptable Use Policy:

- E-mail messages are not secure or private. Confidential information should not be sent via e-mail.
- School e-mails are owned and controlled by Hawthorn School for Girls. The administration can with reasonable cause access student accounts for the purpose of verifying and ensuring the proper usage of the platforms.

Consequences of misuse of e-mail from the Student Acceptable Use Policy:

- Violations of the Acceptable Use of Technology and Social Media Agreement, including all guidelines referred to above, may result in restrictions, suspension or revocation of electronic use privileges by the Director of Technology or designee.
- Users violating any of these privileges and responsibilities may face additional disciplinary action as appropriate.
- Appeals may be made according to the School Code of Conduct.

These are the laws and policies that help to protect our students online:

1. Personal Information Protection and Electronic Documents Act (PIPEDA)
2. Children's Online Privacy Protection Act (COPPA) [Note: this is a US law although the OPC has recommended that these guidelines be followed but they are not enforceable under Canadian Law. However, Google is an American company therefore the way that they collect and use information is subject to the law]
 - a. COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
COPPA <http://www.ftc.gov/privacy/coppafaqs.shtm>
3. The Education Act
 - a. The Education Act contains a number of sections relevant to access and privacy, including rules about access to and the collection, use and disclosure of information contained in the Ontario Student Record (OSR).