



Florence School District Two is implementing Google Apps for Education for students and teachers in middle level classrooms at HPEMS. Students in these classrooms will have Google accounts to allow email, storage of their documents, and presentations online. All stored work will be accessible from home, school, and anywhere there is an Internet connection. Students and teachers will have access to Google Mail, Google Calendar, Google Docs, and Google Sites. Students will not use the Google Chat feature.

In addition, Florence Two has created email accounts for these students to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects. Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school web sites, school documents, school videos, school calendars, school email. It is not to be used for personal things. The email naming convention is username@flo2.K12.sc.us

Responsible Use Guidelines

Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher’s time and professionalism by supporting the same positive approach.

Students will adhere to the Florence Two Acceptable Use Policy. All participants will be respectful in their postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.

All participants must protect their login and password information. If participants suspect that a password has been compromised, they must notify the teacher immediately. No participant may share his/her login information or information about the site with anyone who is not a participant. This includes adding monitoring software or other means by which outsiders can access the site without permission. Any participant who is aware of violations of this agreement by others must report these violations to the teacher immediately, either verbally or in writing.

Copyrighted material that is not cited in any student work will be deemed as plagiarism and disciplined accordingly. Student users are strictly prohibited from accessing documents other than their own unless documents have been shared with them. Students are also prohibited from using the Google Chat feature. Florence Two reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred.

Access to and use of the student’s Google account is considered a privilege. Florence Two maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.

Florence Two cannot and does not guarantee the security of electronic files used in Google Apps. Google does have a content filter; however, the district cannot ensure that users will not be exposed to unsolicited information.

For students to proceed to FSD2 Google Apps for Education they must have read the FSD2 Student Acceptable Use Policy and have a signed copy on file at their school. To utilize FSD2 Google Apps for Education, please complete the permission statements below.

YES, I have read the FSD2 Student Acceptable Use Policy for Google Apps for Education. By signing below I acknowledge that I want my child to use Google Apps.

Student Name _____ Date _____

Parent Signature _____ Date _____

NO, I have read the FSD@ Student Acceptable Use Policy for Google Apps for Education. I do NOT want my child to use Google Apps.

Student Name _____ Date _____

Parent Signature _____ Date _____

Please contact H. Legrande Richardson @ richardson@flo2.k12.sc.us or Angela A. Tanner @ atanner@flo2.k12.sc.us if you have any questions or need any clarifications.