

Hackensack Public Schools

Student Google Apps Account Guidelines

Hackensack Public Schools provides all students in grades K-12 with Google accounts, which include Google Drive, Gmail (grades 3-12 only), Google Calendar and Google Classroom, for academic purposes. These accounts are managed and monitored by the Department of Technology and used primarily during school hours for school-related projects and communication. Students are not permitted to use the accounts for non-academic purposes.

Accounts are automatically generated upon enrollment. The email naming convention is:

[first_name_initial + first_4_letters_of_last_name + last_3_digits_of_student_id]@hackensackstudents.org.

Example: 9th Grader Tommy Jones with ID# 122123 would be tjone123@hackensackstudents.org

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we would like to share the password so that you may participate in how your child uses this technological tool. The username/password information will be visible in the Genesis parent portal.

Philosophy

The Hackensack School District encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and learning. Hackensack email accounts are provided through G-Suite for Education, thereby giving student access to Google Drive and other educational/productivity tools.

I. Official Email Address

All students in grades K-12 will be assigned an **@hackensackstudents.org** email account. This account will be considered the student's official Hackensack email address until such time as the student is no longer enrolled in Hackensack Public Schools.

II. Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities (including harassment and/or bullying)
- Commercial purposes
- Personal financial gain
- False identity/impersonating others in email communications
- Misrepresentation of Hackensack Public Schools
- Interference with Hackensack Public Schools technology operations through
 - a) electronic chain letters
 - b) unsolicited electronic communications (including mass emails)
 - c) disruption of electronic communications

III. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of Hackensack Public Schools. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. The following action will be taken in addition to other disciplinary actions, if any, the District deems necessary according to its policies:

- **First violation:** An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 10 school days.
- **Second violation:** An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 30 days.
- **Fourth violation:** An oral and written notice will be sent to the parent and the student will forfeit privileges for the remainder of their enrollment in Hackensack Public Schools.

Severe violations may also result in additional disciplinary action in accordance with the Student Code of Conduct.

IV. Security

Hackensack Public Schools cannot and does not guarantee the security of electronic files located on the Google Mail system. Although the District has security measures in place to prevent/mitigate common risks, the District cannot assure that users will not be exposed to unsolicited information and/or other security risks.

V. Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. Hackensack Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, there is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware.

Users of student Google Accounts are strictly prohibited from accessing files and information other than their own or those shared with them.

The District reserves the right to access the hackensackstudents.org Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

VI. Content Monitoring/CIPA Compliance

- a. **Gmail/Google Drive:** The District utilizes a third-party monitoring service, Gaggle Safety Management, to ensure any email sent/received or content stored/shared on Hackensackschools.org Google Drive accounts does not violate the Child Internet Protection Act (CIPA) or other District policies. This service proactively monitors all

email communications sent and received by Hackensack students as well as all files stored and shared on student Google Drive accounts 24 hours-a-day, 7 days-a-week. Detected/flagged violations of CIPA and/or District Acceptable Use Policies will result in progressive notifications as follows:

- i. First Offense: Email notification to student regarding flagged content
 - ii. Second Offense: Email notification to student as well as grade level Assistant Principal.
 - iii. Third Offense: Email notification to student, grade level Assistant Principal and Building Principal.
- b. Serious incidents, such as mentions/indications of suicide or self-harm, violence, threats, abuse, nudity/sexual content, drugs and alcohol or other inappropriate content may be flagged for additional review and could result in further action including notification of law enforcement.

For more information regarding the Gaggle Safety Management program, please visit www.gaggle.net/resource/gaggle-safety-management-overview-video

VII. Usage Restrictions

- a. **Google Drive:** Sharing of Drive files is restricted to within Hackensack Schools domains only.

Please return a signed copy of this form to your teacher as soon as possible.

** If you do not wish for your child to participate in Google Apps, please send a written notice to the school**

Please Note: If students in Grades K-8 are not given email permission, they will use a generic Google account with limited functionality.

Parent/Guardian:

My signature below certifies that I have read and discussed with my child the rights and responsibilities set forth above and in all associated [policies](#). Should my child fail to comply with these conditions/restrictions, I understand that his/her computer privileges at school may be revoked.

Student Name: _____

Grade: _____

Parent Name: _____

Parent Signature: _____

Date: _____