AUGUSTINIAN ACADEMY

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August 20th, 2021

Dear Parents,

As you may know, we have been blessed in the past several years to have greatly increased our technology capabilities in our classrooms. We have integrated over 100 new (or new to us) laptops, chromebooks and desktop computers and have also greatly increased our internet speed and coverage throughout the school. As a result our students have much better access to technology throughout the building. While this is wonderful in many ways, it also creates a number of challenges. Our students' safety is always our top priority and this includes the digital world.

Our students continuously receive 'digital citizenship' instruction. This is not a one time class, but is a continual teaching process to help our students navigate the digital world. We truly believe that it is our responsibility as a school and as educators to protect our children and to give them the tools and skills to be able to evaluate situations, protect themselves, and keep true to the values they are raised with.

There are a number of protections we have in place.

1) Within our building is a sonic-firewall that will completely block vulgar and inappropriate websites and advertisements. This affects any device that is on our school network within our building.
I highly recommend that families have their own internet filter at home as well.
2) All of our students have Google accounts on the augustinianacademy.org domain. This is managed with Google Workspace for Education. This management also allows us to provide a number of protections while students are signed into their school account, both in and out of school. Currently there are school e-mail accounts, but they can only be used to communicate with students and teachers in the Augustinian Academy domain. Any use of the school assigned Google accounts is subject to observation and confiscation in accordance with Acceptable Use Policy.   School Google Accounts should be used for schoolwork and school related communications **only**. There is no private information associated with student accounts and it is in no way tied to our school management system.
3) Students are instructed that when using their school Google account, whether in school or at home, it is to be for schoolwork purposes **only**. *It is important for students to sign out of their Google account when they leave a computer, both at school and at home.* **Students who use either school**

devices or school administered Google accounts for activity other than school-work will lose these privileges.

4) There are some additional safety features we are able to deploy through the G Suite for education including restricted YouTube videos, limited e-mail or Google Social (eg Meet) accessibility and mandatory Safe Search ON.

5) Additionally we have a student management program called Hapara for all of our 4-8th grade students. This program allows teachers to completely manage everything students do while they are on school computers and on the school network. Teachers can monitor to make sure students are on task and also use it as a tool for guided research in class. Hapara gives teachers the capability to see all documents within a student's Google Drive. **While Hapara has the capability of monitoring student activity outside of school (if they are signed into their school Google accounts), we have chosen NOT to turn this feature on.** We feel it is a partnership with you as parents and guardians to protect your children on the internet. It is important that parents and guardians have their own protections at home and closely monitor their children's activity on the computer.

I highly recommend parents and guardians learn all they can about their student's digital lives and communicate frequently with your children. A wonderful resource is www.commonsensemedia.org. This website covers everything from movie reviews, to video games, to online safety at all age levels including social media usage.

If you have any questions about your student's use of technology at school, please feel free to contact me at computerclass@augustinianacademy.org. Parent training will be provided shortly after school starts for those who are interested.

Questions or comments can also be answered by your student's teacher or Mrs. Margrey at mmargrey@augustinianacademy.org or 315-493-1301.

Sincerely,

Katie Clarkson
Technology Coordinator and Computer Teacher

Please sign and return the bottom half of this paper to school NLT September17th, 2021. Students who have not returned this will have their accounts temporarily suspended.

Date:_____   Name:_____

Student's Name(s):_____

I have received the informational letter about student computer usage at Augustinian Academy. I have also received a copy of the Non-Google Core applications that will be used. I understand that I can view the Google Workspace for Education Privacy policy at https://workspace.google.com/terms/education_privacy.html

Signature:_____

Google Core Services include Gmail, Calendar, Classroom, Assignments, Contacts, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Chat, Meet, Vault, and Chrome Sync.

Students may be using the following non-core services and/or Non Google applications for their schoolwork that may be linked with their Google Account.   This list will be updated as needed.

UPDATED 8/2021

ABC Mouse
Blogger
Lego Coding
flipgrid
typing club
khan academy
book creator
adobe spark
ESRI Global maps
code.org
tinkercad
sphero edu
Youtube (restricted)
Google Earth
Sony KOOV coding
Kahoot
Hapara
Epic
Read Theory
IXL
Really Great Reading Letter Tiles
Reading A-Z online books
Spelling City
NOVEL NY resources
Generation Genius