

Edgarton Christian Academy Student Google App Acceptable Use Policy

ECA 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 e-mail is to support teaching and learning. An Edgarton Christian Academy email account is housed on a Google mail server giving student access to Google Apps for Education (word processing, spreadsheets, and presentation software).

Official E-mail Address: Your child has been assigned an ECA student e-mail account. This account will be considered the student's official ECA email address until such time as the student is no longer enrolled in ECA. In using these email accounts student must follow all the rules and responsibilities set forth in the ECA Computer Acceptable Use Policy. **Students will only be able to send email to and receive email from teachers and students within ECA. These emails will be regularly monitored.**

Prohibited Conduct: In addition to any prohibitions set forth in the ECA Computer Acceptable Use Policy. Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of ECA
- Interference with ECA technology operations through
 - Electronic chain letters
 - Unsolicited electronic communications
 - Disruption of electronic communications

Access Restriction: Access to and use of student email is considered a privilege accorded at the discretion of ECA. The School maintains the right to immediately withdraw the access and use of student email when there is a reason to believe that a student has engaged in any of the prohibited conduct set forth above or has otherwise violated the law or the Rules and Responsibilities set forth in the ECA Computer Acceptable Use Policy. In such cases, the alleged violation will be referred to the Principal for further investigation and adjudication.

Privacy: Users of student email are strictly prohibited from accessing files and information other than their own. The School reserves the right to access the ECA Google Mail System including current and archival files of user accounts.

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I _____ (Student's Name) in grade _____ have read, understand and agree to follow the ECA Google App Account Acceptable Use Policy.

Student's Signature: _____

Parent's Signature: _____ Date: _____