

Dear Student and Parent(s)/Guardian(s):

We use G Suite for Education at Salisbury Academy for students and teachers. Millions of students and teachers use these Google services at schools around the world. G Suite is a collection of productivity tools for communication, collaboration, time-management, and document storage. Provided by Google to the school at no cost, these tools include:

- Google Drive (Docs, Sheets, Forms, Slides, Sites)
- Google Classroom
- Google Calendar

These tools support the high levels of collaboration that are required in today's classrooms to prepare students with communication and collaboration skills. Our primary reasons for supplying these tools to students are:

- Anytime, anywhere access - G Suite works in any browser on any computer, which means you can access your documents from school or at home.
- Students can easily collaborate on group projects.
- Teachers can be involved throughout the whole assignment process providing comments and feedback directly in the documents.

G Suite for Education is just one of the digital tools we will be using this year. In an effort to increase our students' ability to work collaboratively and to creatively apply their knowledge, we will be using a variety of digital applications.

Please read through the attached Expectations of Responsible Use with your child and sign and return the Technology Permission Form stating that you give your child permission to participate in these learning tools. Students will also review this information at school, but because they will be using these tools at home, communication and collaboration between home and school is important.

Expectations of Responsible Use

Please keep in mind that everyone must use these tools responsibly. Responsible use includes:

- treating all digital devices with respect and in the manner directed by staff
- using G Suite accounts (as well as other digital accounts) for school purposes
- using all tools in ways that do not bully, harass, or make others feel uncomfortable
- using school appropriate language and images in all communications and creations
- respecting the work and privacy of others using these tools

Failure to adhere to these expectations will result in disciplinary action.

Access to and use of technology at Salisbury Academy is a privilege. The school reserves the right to withdraw access to devices, G Suite for Education, and/or any other digital account when there is reason to believe a student is not using technology in a responsible manner. In addition, Salisbury Academy reserves the right to access student accounts if there is reasonable suspicion that unacceptable use has occurred.

Parent Permission Form
G Suite for Education and Digital Tools

I have read and understood the expectations regarding G Suite for Education and other digital tools and give my permission for _____ to use them to enhance his/her learning experience.

Student signature: _____

Date: _____

Parent/Guardian signature: _____

Date: _____

Parent Permission Form
G Suite for Education and Digital Tools

I have read and understood the expectations regarding G Suite for Education and other digital tools and give my permission for _____ to use them to enhance his/her learning experience.

Student signature: _____

Date: _____

Parent/Guardian signature: _____

Date: _____