

## **CIT CORK SCHOOL OF MUSIC**

### **Google Classroom Acceptable Use Policy**

This Policy applies to staff and students of the CIT Cork School of Music. The School reserves the right to amend this policy from time to time entirely at its discretion.

This Policy should be read carefully to ensure that the content is accepted and understood. The aim of the Acceptable Use Policy (“AUP” or “the Policy”) is to ensure that students benefit from the learning opportunities offered by internet access in a safe and positive manner.

As the parent/guardian of an underage student at the CIT Cork School of Music, you agree to the following:

#### **Use of Google Classroom**

- Students will not disclose or publicise personal or confidential information to others online. Examples of this include, but not limited to, their own or classmates’ home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Students will not examine, change or use another person’s files, username or passwords.
- Students will be aware that any usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.
- The school takes every reasonable precaution to provide for online safety, but it cannot be held responsible if students access unsuitable websites either deliberately or inadvertently.
- The School reserves the right to remove anyone from the forum who is found to be misusing the application
- Parents/Gardians are responsible for monitoring their child’s use of applications when accessing Google Classroom and applications linked to it at home.

#### **Email/Google Apps**

- When using Google Classroom and the G-suite Apps, students will use approved class email accounts under supervision of a parent/guardian.

- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.

## **Remote Learning**

- In circumstances where students may not attend classes on the school premises, teachers may use Google Classroom, Google Meet or other platforms approved by CSM management as platforms (the “Online Platforms”) to assist with remote teaching where necessary.
- The CSM has signed up to the terms of service of the Online Platforms in use by the school.
- The CSM has enabled the most up to date security and privacy features which these Online Platforms provide.
- Parents/guardians must also agree to monitor their child’s participation in any lessons conducted on the Online Platforms.

## **Google Classroom Chat**

- Discussion forums on Google Classroom will only be used for educational purposes and will always be supervised.

## **Accessing the service**

- In the case of Google Classroom and Google Meet, parents/guardians must grant access to their child to have a school Gmail address such as `firstname.surnamekeynumber@corkschoolormusic.ie` (for example `wolfgang.mozart12345@corkschoolormusic.ie`)
- Parents/guardians will be provided with the generic password (which should be changed on first login) and they will be expected to monitor their child’s use of the Gmail address and Online Platforms.

For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

Google Classroom privacy statement can be found here:  
[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)