Chinmaya Vidyalaya Trinidad and Tobago (CVTT)

Google Apps for Education Acceptable Use Guidelines Policy

Couva High School Student

The CVTT - Couva High School will be using Google Apps for Education in its classes. These accounts will be used for school-related projects and activities only and will provide students with very powerful collaboration and sharing tools including Spreadsheets, Documents, Forms and Presentations. The email feature on all student Google Apps accounts has been restricted to only allow students to send/receive to others within the domain chinmayavidyalaya.edu.tt.

Philosophy

The CVTT encourages the use of student CVTT Google Apps accounts as an effective and efficient way to improve communication between students and faculty. The primary purpose of student Google Apps is to support teaching and learning.

1. Google Apps Accounts

All High School students will be assigned an @chinmayavidyalaya.edu.tt student Google Apps account. Students will log in with their firstname.lastname@chinmayavidyalaya.edu.tt. Example: john.doe@chinmayavidyalaya.edu.tt

2. Prohibited Conduct

- Unlawful activities
- Misrepresentation of the Chinmaya Vidyalaya - Couva High School
- Sending an attachment that contains a virus
- Unlawfully forwarding or copying material without permission
- Sending emails with any libelous, defamatory, offensive, racist or obscene remarks
- Disguising or attempting to disguise your identity when sending mail
- Attempting to send an email to any domain/address other than @chinmayavidyalaya.edu.tt
- Incidents of cyber-bullying or inappropriate actions while using your account

3. Access Restriction

Access to and use of Google Apps is considered a privilege accorded at the discretion of the CVTT. It maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of law of district policies have occurred. In such cases, the alleged violation will be referred to the school principal for further investigation and adjudication.
4. Security

CVTT cannot and does not guarantee the security of electronic files located on the Google Apps system.

5. Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. CVTT and all electronic users should treat electronically stored information in individuals’ files as confidential and private. 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 documents to gather sufficient information to diagnose and correct problems with system software and/or hardware.

Use of Google Apps accounts are strictly prohibited from accessing files and information other than their own. The CVTT - Couva High School administration reserves the right to access the @chinmayavidyalaya.edu.tt Google Apps systems when there is reasonable suspicion that unacceptable use has occurred.

These guidelines and updates will be available on the Schools Web site at http://chinmayavidyalaya.edu.tt.