



Presentation Senior School

"A community of learners inspired by the vision and values of Nano Nagle"

Application for Google Apps and Office 365 Accounts

Child' Name: _____ (in block capitals)

Class: _____

Room No. _____

I wish to apply for a Google Apps and Microsoft Office 365 account from Presentation Senior School for my son/daughter or child in my care. I confirm that I understand the following:

1. Full information in relation to the functionality of Google Apps is available from www.google.com/enterprise/apps/education/
2. Full information in relation to the functionality of Microsoft Office 365 is available from www.office365.com
3. Google Apps and Office 365 accounts should be used by my son/daughter for school related activities only.
4. It is my responsibility to monitor how my child uses the facilities provided in a Google Apps and/or Office 365 account.
5. The school reserves the right to log into any user's Google Apps or Office 365 account at any time without seeking prior permission to determine if the service is being abused in any way. If such action is taken the principal or deputy principal along with another teacher in the school will log in to the account.
6. Google Apps and/or Office 365 accounts used for sending, receiving or storing any content deemed inappropriate or unsuitable by school personnel will be automatically deleted without prior warning.
7. Google Apps and/or Office 365 users may change their security password at any time. However, parents/guardians may request the school secretary to reset the user's password at any time.
8. Google Apps and/or Office 365 accounts will be deleted immediately when a student leaves the school. All data stored in the account (e.g. contacts, emails, calendars, files on Google Drive etc) will be automatically deleted.
9. All emails sent from Google Apps and Office 365 accounts will contain a customised footer inserted by the school which will include: Report Abuse to emailabuse@presentationmullingar.ie



Parents/Guardian Signature: _____

Date: _____

Student Declaration

I have discussed the rules listed above with my parents/guardians and give solemn promise to use the Google Apps and/or Office 365 account for school related activities only. I understand that my teacher or the school principal may access my account at any time to determine if it is being used inappropriately in any way.

Child's Signature: _____

