

OLLES' GOOGLE USERNAME & PASSWORD POLICY: The School establishes all usernames and passwords, which may NOT be changed.

1. The School sets a new password for students every year to protect the account privacy. When the School changes passwords periodically, it models the good personal habit of updating passwords, which helps protect privacy and enhances personal security. This is also a teaching standard.
2. Usernames are visible to others, and all users should be identified by the assigned name, not masked by a nickname.
3. **A change of password by a student or parent/guardian is a violation of the Acceptable Use technology contract**, and WILL lead to a loss of computer/device privileges. If a student or parent/guardian gets a "change password" prompt on any device, contact jmathews@ollakers.org.
4. Passwords should not be shared with anyone except parents/guardians. Each student is responsible for protecting his/her own privacy by NOT sharing passwords with anyone (including siblings) except their parents/guardians.
5. Students are taught and expected to protect their own privacy by logging off of any shared School device on which their personal passwords were entered for access.
6. Teachers, the technology team, and principals have all the passwords for all students, and have access to student accounts and activity at any time.
7. Gr. 3-5 students should memorize usernames and passwords without errors, and use home row hands.

ABOUT CLEVER BADGES & PRIVACY: Clever is the "single sign-on" service that is managed by the School. Each student has a unique QR code that acts as the username and password. Along with signing onto Chromebooks with the badge, some textbooks, approved educational apps, individualized lessons, and subscriptions are associated with the students' ID, allowing quick access without typing usernames or passwords. Therefore, **students' CLEVER BADGES ARE PASSWORDS, only to be used by the individual student, and should be treated as private. Use of another student's Clever badge is a violation of the Acceptable Use contract.**

IF STUDENTS CANNOT LOG-ON: If a student cannot log-on, do the usual checks:

1. Is the Gmail address typed correctly?
2. Check the password (eye icon) privately - look for proper caps, numbers, spelling or extra spaces.
3. If those fail, notify Jan Mathews first. jmathews@ollakers.org

ABOUT GOOGLE DRIVE AVATARS: Many students will want to, or already have changed their avatars to personal images. This issue is addressed in school, but several kids still change theirs. **Students should leave the colored circle with their initial that Google Drive originally generated.** Please understand that we are teaching good habits and personal privacy boundaries.

1. **No student avatar should identify the minor child or family.**
2. The avatar is connected to the students' work at OLLES, and should uphold our Catholic values.
3. On shared documents, collaborators should be able to identify who is on the document with just a glance. The initial avatar is the easiest for collaborators and teachers to see.
4. Inappropriate avatars violate the Acceptable Use technology contract, and may lead to loss of privileges.
5. For help changing an avatar back to the initial, contact Jan Mathews. jmathews@ollakers.org.