

Google Apps FAQ's

1. **How does a student obtain their username and password to access Google Apps?**
 - *Students use the same login name and password they use to login to Windows at school*
2. **Where can they access the program?**
 - *The program can be accessed from any computer that has Internet access*
3. **When should students activate their accounts?**
 - *Encourage students to set up their accounts as soon as possible to view correspondence and important information sent by administrators and school personnel. Email is a great way to relay scholarship information and school notices to the student body.*
4. **Can students access their account if they leave the district?**
 - *No. Accounts are disabled when students leave the district. Students should save a copy of any documents or information they may need to access at a later time **before** their last day enrolled in school.*
5. **Can students who have not complied with AUP (Acceptable Use Policy) access Google Apps?**
 - *No. Students are not eligible for an account if they do not have authorization to access the electronic network.*
6. **Are there restrictions on sending/receiving emails?**
 - *Yes. Student email accounts are not able to send or receive email to any free email provider (Examples: Yahoo, Hotmail, Gmail, etc.)*

Email guidelines and etiquette -

- *Use appropriate language when composing email and documents. Students should follow school policy as administrators have the ability to view all correspondence at their discretion.*
- *Students should be reminded that correspondence sent via email can easily be forwarded by the recipient. **Private or personal information should never be sent in an email because it may end up getting forwarded to others.***