



## Google Workspace for Education – Email Policy

Google Workspace



**Lyjieme T. Barro**  
Systems Administrator

# Table of Contents

1. Purpose
2. Scope
3. Account Ownership and Responsibility
4. Acceptable Use
5. Professional Communication
6. Security and Privacy
7. Storage and Organization
8. Compliance and Disciplinary Actions
9. Policy Review
10. Contact Information
11. Alignment with Privacy Policy

# 1. Purpose

The purpose of this policy is to establish clear guidelines for the appropriate use of school-issued Google Workspace for Education accounts, particularly Gmail. These accounts are provided by Southern de Oro Philippines College (SPCCDO) to support academic, administrative, and communication needs within the school community.

# 2. Scope

This policy applies to all students, faculty, staff, and authorized users who are issued an official school email account under the domain **@spccdo.edu.ph**.

# 3. Account Ownership and Responsibility

1. All school email accounts are the property of Southern de Oro Philippines College.
2. Accounts are provided to facilitate official academic and administrative communication.
3. Users are responsible for all activities performed under their accounts and must safeguard their login credentials.
4. The College reserves the right to monitor and audit email activity to ensure compliance with school policies.

# 4. Acceptable Use

School email accounts shall be used exclusively for:

- Academic communication among students, faculty, and staff.
- Submission of assignments, projects, and official school requirements.
- Accessing Google Classroom, Drive, Meet, and other related school platforms.
- Dissemination of official announcements and academic collaboration.

School email accounts shall **not** be used for:

- Personal business, online shopping, or unrelated activities.
- Registration on social media, entertainment, or non-academic websites.
- Sharing or distributing offensive, inappropriate, or harmful content.
- Spamming, phishing, or sending chain letters.

## 5. Professional Communication

1. Emails must be written respectfully, professionally, and appropriately.
2. All emails must include a proper subject line (e.g., *“Math Project Submission – Maria Santos, Grade 11 STEM”*).
3. Messages should begin with a formal greeting and end with the sender’s full name, year level, and section (for students).
4. The use of slang, offensive language, or informal symbols is prohibited in official communication.

## 6. Security and Privacy

1. Users shall keep their passwords confidential and never share them.
2. **Two-Factor Authentication (2FA)** is strongly encouraged for additional account security.
3. Suspicious links, emails, or attachments must not be opened or forwarded.
4. Users must log out from shared/public computers after use.
5. The privacy of others must be respected; sharing classmates’, teachers’, or staff email addresses without consent is prohibited.

## 7. Storage and Organization

1. Users must regularly clean their mailbox by deleting unnecessary emails.
2. Folders and labels should be used to keep messages organized.
3. Large files must be shared through Google Drive instead of direct attachments.

## 8. Compliance and Disciplinary Actions

Failure to comply with this policy may result in:

- Temporary suspension of email access.
- Revocation of school email privileges.
- Referral to the school administration for disciplinary action as provided by school regulations.

## 9. Policy Review


This policy shall be reviewed annually or whenever necessary to ensure its relevance with technological advancements and educational requirements.

## 10. Contact Information

For technical issues, account concerns, or policy-related inquiries, please contact:

**System Administrator – Information Technology Office**

 Email: [sysad@spccdo.edu.ph](mailto:sysad@spccdo.edu.ph)

 Local: **+639363991178**

 Office Hours: **Monday – Friday, 8:00 AM to 5:00 PM**

## 11. Alignment with Privacy Policy

Southern de Oro Philippines College upholds the principles of data privacy and complies with the **Data Privacy Act of 2012 (RA 10173)**.

- All personal data contained in the school's Google Workspace accounts are processed strictly for educational and administrative purposes.
- The College ensures that information shared through email is protected from unauthorized access, disclosure, or misuse.
- Users are expected to handle all personal and academic information responsibly and in accordance with the school's **Privacy Policy**.
- Any violation involving personal or sensitive information may be subject to disciplinary and legal action.