

## **Southeast Warren Community School District Google Apps for Education Permission Form**

Dear Parents/Guardians,

Southeast Warren Community School District (SEWCSD) uses G Suite (formerly Google Apps for Education) for students. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services will be among those available to each student and hosted by Google as part of SEWCSD's online presence in G Suite:

**Mail** - an individual email account for school use managed by SEWCSD.

**Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments.

**Drive** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.

**Sites** - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. Additional tools may be added as they become available from Google.

For more information about Google Apps for Education implementation, please visit

<http://www.google.com/enterprise/apps/education/products.html>

**Technology use at SEWCSD is governed by federal laws including:**

### ***Children's Online Privacy Protection Act (COPPA)***

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for SEWCSD's presence in G Suite. No personal student information is collected for commercial purposes.

Granting permission allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

--COPPA -- <http://www.business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions#General%20Questions>

### ***Family Educational Rights and Privacy Act (FERPA)***

FERPA protects the privacy of student education records and gives parents the rights to review student records.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Guidelines for the responsible use of G Suite by students:**

1. ***Official Email Address.*** All students will be assigned an email account. This account will be considered the student's official email address until such time as the student is no longer enrolled at SEWCSD.
2. ***Prohibited Conduct.*** Please refer to Southeast Warren's Acceptable Use Policy.
3. ***Access Restriction.*** Access to and use of G Suite is considered a privilege accorded at the discretion of SEWCSD. The school maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law, district and/or school policies have occurred.

In such cases, the alleged violation will be referred to an administrator for further investigation and adjudication.

4. ***Security.*** SEWCSD cannot and does not guarantee the security of electronic files located on Google systems, and cannot assure that users will not be exposed to unsolicited information.
5. ***Privacy.*** The general right of privacy will be extended to the extent possible in the electronic environment. Users of student G Suite accounts are strictly prohibited from accessing files and information other than their own.

***Southeast Warren Community School District reserves the right to access the Google Apps systems, including current and archival files of user accounts and documents when there is reasonable suspicion that unacceptable use has occurred.***

For video tutorials:

<http://learn.googleapps.com/gmailvids>

**Southeast Warren Community School District  
G Suite Permission Form**

By signing below, I confirm that I have read and understand the following:

Under FERPA a student's education records are protected from disclosure to third parties.

I understand that my student's files stored in G Suite may be accessible to someone other than my student and SEWCSD by virtue of this online environment.

My signature below confirms my consent to allow my student's files and emails to be stored by Google.

I understand that by participating in G Suite, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G Suite.

(<http://www.google.com/policies/privacy/>).

I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ **YES**, I give permission for my child to be assigned a Southeast Warren CSD G Suite account. This means that my child will receive an email account, and access to G Suite.

\_\_\_\_\_ **NO**, I do not give permission for my child to be assigned a Southeast Warren CSD G Suite account. This means my child will NOT receive an email account or access to G Suite.

Student Name: (Print) \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_