

Google Apps for Education Permission Form

Dear Parents/Guardians,

The Nespelem School District utilizes Google Apps for Education for students, teachers, and staff. 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 are available to each student and hosted by Google as part of Nespelem School District's online presence in Google Apps for Education:

- Mail - an individual email account for school use managed by the Nespelem School District
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs - 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. For more information about Nespelem School District's Google Apps for Education implementation, please visit <http://goo.gl/JlIGuv> Google Apps Information under the "Tech Info" tab at www.nsdeagles.org

Why use Google Apps for Education?

- To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers
- To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device
- To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience
- To facilitate "paperless" transfer of work between students and teachers
- To provide adequate (seven gigabytes) long-term storage space for student work
- A potential cost savings in terms of software licensing and document storage

How are the Nespelem School District and Google linked together?

The Google agreement with the Nespelem School District provides access to Google applications and storage. While Google hosts these services off-site, the District maintains the ability to manage users, groups, and settings, much like other locally hosted systems. This means that NSD can grant and remove user access, and control other settings to ensure a safe and secure collaboration environment for students and teachers.

What personal student information and student education records will be stored in Google Apps for Education?

The terms of the Google contract with the Nespelem School District mandate that we must have parental permission for the use of Google Apps for Education. On the Google permission form that parents are asked to sign, it states that "information about my child will be collected and stored electronically." *Google does not request any personal information from students and the District does not provide personal student data* (ex. birthdate, address, phone number, grades, test scores) to Google. That information resides in the NSD student information system and **is not** stored nor available to Google.

The permission form also states that "my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Nespelem School District". *Examples of student education records in Google are assignments, notes, calendars and projects created by the student.*

Technology use in the Nespelem School District 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 Nespelem School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form 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.ftc.gov/privacy/coppafaqs.shtml>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. --FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

- 1. **Official Email Address.** All students will be assigned a *username###@my.nsdeagles.org* email account. This account will be considered the student's official NSD email address until such time as the student is no longer enrolled with the Nespelem School District. Student usernames are pseudonyms, not their real names.
- 2. **Prohibited Conduct.** Please refer to the Board Policy N2022 and N2022P, the Acceptable Use Policy and also the Netiquette Expectations
- 3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Nespelem School District. The District 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 or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
- 4. **Security.** Nespelem School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District 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. Nespelem School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the username###@my.nsdeagles.org Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.
- 6. **Internet Safety:** We focus on internet safety and digital citizenship guidelines.
<http://www.nsdeagles.org/home/technology-information/net-safety>
<http://www.nsdeagles.org/netiquette>

Nespelem School District

Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

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

Under FERPA and corresponding Washington law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Nespelem School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/edu/privacy.html>). 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 full Nespelem School District Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

____ NO, I do not give permission for my child to be assigned a full Nespelem School District Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Please sign and return this form with the rest of the enrollment packet.