

RSU/MSAD 64
Google Apps for Education Permission Form

Dear Parents/Guardians,

RSU/MSAD 64 will utilize 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 may be available to each student:

Google Docs – an individual work creation, management and sharing tool for all students that can be accessed anywhere;

Mail – an individual email account for school use managed by RSU/MSAD 64 for students;

Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments;

Sites – an individual and collaborative website creation tool.

Using these tools, students can 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 RSU/MSAD 64's Google Apps for Education implementation, please contact your child's classroom teacher and/or their building principal.

Technology use in RSU/MSAD 64 is governed by federal laws and local policy 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 RSU/MSAD 64'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://business.ftc.gov/documents/0493-Complying-with-COPPA-Frequently-Asked-Questions>

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 but parents may request the school not disclose this information. Annually, parents are provided the opportunity to opt out of disclosing their student's directory information on the District's opt out form.

FERPA - <http://www.ed.gov/technology/draft-netp-2010/FERPA>

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

- 1) **Official Email Address.** All students in Grades K-12 will be assigned a username@rsu64schools.org email account. This address will be considered the student's official school email address until such time as the student is no longer enrolled with RSU/MSAD 64.
- 2) **Prohibited Conduct.** Please refer to the Computer Use Board policy, the District Code of Conduct, and the Student/Parent Handbook.
- 3) **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of RSU/MSAD 64. 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.** RSU/MSAD 64 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 guarantee 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. RSU/MSAD 64 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@rsu64schools.org Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

RSU/MSAD 64
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:

- The District will continue to maintain a physical file of each student's education record in the school's main office;
- Under FERPA and corresponding Maine law, a student's education records are protected from disclosure to third parties;
- My student's daily school work may be stored by Google Apps for Education;
- It is possible, though highly unlikely, that someone other than my student or RSU/MSAD 64 may be able to access my student's work;
- My signature below confirms my consent to allow my student's work to be stored by Google.

_____ YES, I give permission for my child to be assigned a full RSU/MSAD 64 Google Apps for Education account. This means my child may 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 RSU/MSAD 64 Google Apps for Education account. This means my child will NOT receive an email account or access to Google Docs, Calendar, and Sites.

Student Name: (Please Print)

Grade: _____

Parent/Guardian Signature:

Date: _____

Please sign and return this form to your child's school.
Thank you!