

## **Google Apps for Education Permission Form**

Dear Parents/Guardians,

The Annunciation Catholic School 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 Annunciation Catholic School's online presence in Google Apps for Education:**

- Mail** - an individual email account for school use managed by Annunciation Catholic School
- 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.

**Technology use at Annunciation Catholic School 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 Annunciation Catholic School'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.shtm>

### **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 JOA) but parents may request the school not disclose this information.

--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@annunciationschool.net email account. This account will be considered the student's official ACS email address until such time as the student is no longer enrolled at Annunciation Catholic School.

**2. Prohibited Conduct.** Please refer to the Family Handbook under technology.

**3. Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of Annunciation Catholic School. ACS 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 school policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and adjudication.

**4.Security.** Annunciation Catholic School 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 school 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. Annunciation Catholic School 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 school reserves the right to access the username@annunciationschool.net Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

### **Annunciation Catholic School**

*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, DC 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 Annunciation Catholic School 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/a/help/intl/en/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 Annunciation Catholic School Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites. **(Annunciation Catholic School is not responsible for lost, stolen, or damaged Chromebooks)**

\_\_\_\_\_ NO, I do not give permission for my child to be assigned a full Annunciation Catholic School 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 on the first day of school