Student Google Apps Permission Form
Hoover City Schools

This year, Hoover City Schools will use Google Apps for Education in the classroom. Google Apps for Education is a suite of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools. Please review the following information then fill in the information at the bottom of this form. These accounts will allow students to collaborate and share using Google Apps for Education. These accounts will be used for school related projects. However, no student will be assigned an account without parent or guardian approval. The rules governing proper electronic communications by students are included in the Technology Acceptable Use Policy that is part of the Student Code of Conduct. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), email, calendar, website authoring tools, plus additional services. This will allow your student to collaborate with teachers and other students as well as share information with family, friends, and other Internet users. Google Apps for Education is also available at home, the library, or anywhere with Internet access. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Official Email Address

Students will be assigned an hcs-students.net student email account. This account will be considered the student's official Hoover City email address until such time as the student is no longer enrolled in Hoover City Schools. The naming convention will be the student's state ID number, ending with **@hcs-students.net**. Students and teachers must use the official Hoover City Schools email addresses for communication.

Conduct

Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

Access Restriction

Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Hoover City Schools. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

Security

Hoover City Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material.

Privacy

The School Board reserves the right to access and review content in the Google Apps for Education system at any time. The School Board complies with all state and federal privacy laws. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps account to your child. Please fill out and return this permission slip to your child's school. The

Student Google Apps Permission form will become a part of the student's cumulative folder. The Student Google Apps account will remain in effect until written notice is submitted to the school or the student is no longer enrolled in Hoover City Schools.

Acceptable Use (Privacy and Safety)

Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

Privacy

1. School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Google Apps system.
2. Limited personal use - Students may use Google Apps tools for personal projects but may not use them for:
    a. Unlawful activities
    b. Commercial purposes (running a business or trying to make money)
    c. Personal financial gain (running a web site to sell things)
    d. Inappropriate sexual or other offensive content
    e. Threatening another person
    f. Misrepresentation of Hoover City Schools, staff or students.
    g. Google Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

Safety

1. Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
2. Students agree not to meet with someone they have met online at any point.
3. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
4. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Student Name _____
(Please print) Last Name First Name MI

Student ID# _____ Grade _____ Date of Birth _____
(Not Social Security number-INOW state number)

Parent/guardian: By signing, I'm confirming that I am responsible for the student listed in the field above. This signature confirms consent for my student's use of Google Apps for Education and that I understand the rights and responsibilities therein
_____ I give permission for my child to be assigned a Google Apps account.

Parent signature: _____

Student:
I agree to adhere to the guidelines stated above for use of my Google Apps account.

Student signature: _____