



Dear Parents/Guardians,

RE: Google Apps for Education Permission Form

Brea Olinda Unified School District (BOUSD) is offering an online service for its students called Google Apps for Education. Google Apps for Education is an internet based group of tools which will allow students to create and store documents, access information, study, and collaborate with students and teachers through the internet. Students can access Google Apps for Education while at school, but students can also access the online service outside of school from anyplace that they have access to the internet. Google provides Google Apps for Education free to educational institutions such as BOUSD, and the online service is used by thousands of K-12 schools and major universities throughout the nation. The Google Apps for Education homepage can be found at <http://www.google.com/enterprise/apps/education/>

Google Apps for Education is a **secure website** that offers **dozens of security features** specifically designed to **keep students' data safe, secure, and private**. In particular, Google Apps for Education is governed by a detailed Privacy Policy which ensures that **Google will not share or otherwise use personal information that is placed into the system**. Additionally, Google guarantees that it is in compliance with all applicable U.S. privacy laws. Google Apps for Education also maintains a large security team which constantly monitors the network to make sure that **students' and teachers' data remains protected and private**. For more information about Google Apps for Education Privacy Policy and security features, please access <http://www.google.com/enterprise/apps/education/benefits.html>

As with any educational endeavor, a strong partnership with families is essential to a successful experience. This permission form describes the tools available to students as well as student responsibilities for using Google Apps for Education.

The following services are available to each student and hosted by Google as part of BOUSD's use of Google Apps for Education:

**Drive/Docs** - students have access to a word processing, spreadsheet, drawing, and presentation program.

**Calendar** - students can access an individual calendar in order to organize schedules, daily activities, and assignments.

**Email (limited)** - student can access a District email account to email other BOUSD students, teachers and staff. Students are unable to send email to accounts outside BOUSD and do not receive emails from outside BOUSD.

**Contacts** - students can maintain an address book containing classmate contact information

Using Google Apps for Education tools and services, 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 are available 24 hours a day, 7 days a week from any Internet-connected computer. Examples of student use include online showcasing of class projects, building an electronic portfolio of school learning experiences, and working in small groups online, both during and outside of normal school hours, on presentations to share with others.

BOUSD's use of Google Apps for Education is solely for education purposes. For that reason, by default advertising is turned off when BOUSD students access Google Apps for Education. These are the laws and policies that help to protect our students online:

#### **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

#### **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, Google advertising is turned off for Apps for Education users. 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 rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- . The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- . The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- . Parents may request that photos, names and general directory information about their children not be published.
- . Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

## **Student safety is BOUSD's highest priority.**

### **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** - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
- . **Limited personal use** - Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person
  - Misrepresentation of BOUSD, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- . **Safety**
  - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
  - Students agree not to meet with someone they have met online without their parent's approval and participation.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - 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.
- . **Access Restriction - Due Process**
  - Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps 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 the Principal for further investigation and account restoration, suspension, or termination. As a party of the agreement Brea Olinda USD also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

### **Consumer Safety (Advice for Students and Parents)**

- Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

## **Digital Citizenship (Advice for All)**

- Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

# Google Apps for Education

## Parental/Guardian Permission Form for Student Use

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

Under certain federal laws including FERPA and COPPA, and any relevant California law, a student's education records are protected from disclosure to third parties. I understand that my student's classroom work stored in Google Apps for Education may be accessible to someone other than my student and Brea Olinda Unified School District by virtue of this online environment. My signature below confirms my consent to allow my student's classroom work to be stored by Google as part of my student's use of Google Apps for Education.

I have read the privacy policies associated with use of Google Apps for Education (<https://www.google.com/edu/trust/>). 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 Brea Olinda Unified School District Google Apps for Education account. This means my child will receive an email account, and access to Google Mail, Drive, Calendar, and Sites.

\_\_\_\_\_ NO, I do not give permission for my child to be assigned a full Brea Olinda Unified School District Google Apps for Education account. This means my child will NOT receive an email account or access to Google Mail, Drive, Calendar, and Sites.

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

Student ID # (if known): \_\_\_\_\_ Grade: \_\_\_\_\_

Student School: \_\_\_\_\_

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