

Brocton Central School

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Brocton Central School District Google Apps for Education Parent Permission Form

Dear Parents/Guardians:

This year the Brocton Central School District will be using Google Apps for Education. As part of the implementation students, teachers, and staff will be able to utilize all the online educational tools and resources Google has to offer. With this letter we are sharing information regarding the use of Google Apps for Education in the Brocton Central School District and requesting parental permission for your K-12 student use of Google Apps.

The following services are available to each student and hosted by Google as part of Brocton Central School District's online presence in Google Apps for Education

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

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

Sites - an individual and collaborative website creation tool

Mail - (for grades 3-12) –an individual internal email account for school use managed, monitored, and filtered by the Brocton School District. Students will only have access to send/receive email to/from students, teachers within the district. Also some approved Educational Institutes such as Colleges and BOCES Teachers.

Drive – a place to store documents, pictures, and other data within Google's online storage.

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

Google Apps for Education use in the Brocton School District is governed by federal laws and local board policies including:

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. 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>

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 Brocton Central School District's presence in Google Apps for Education. No personal student information is collected by Google 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. Student information that is "collected" by Google is described as (projects, documents, email, files, username and password).

--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Brocton Central School District Acceptable Use Policy for Students

(Brocton School District Board Policy 7315)

This is the policy governs student technology/networked resources use in the school district. It is expected that students will operate within the parameters of the Acceptable Use Policy for Students with regards to Google Apps for Education. If this policy sign-off was not completed, your student will not have a Google account or access to any of its associated resources.

<http://www.broctoncsd.org/Page/1682>

<http://www.google.com/enterprise/apps/education/benefits.html>

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

Under FERPA, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in our Brocton Central School District Information system. I also understand that my student's use of Google Apps for Education is governed by the Brocton Central School District Board Policy 7315 – Acceptable Use Policy for Students

My signature below confirms my consent to allow my student's education records (projects, documents, email, files, username and password) to be stored by Google. 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 Brocton Central School District Google Apps for Education account. This means my child will receive an internal email account (grades 3-12), access to Google Docs, Calendar, and Sites (grades K-12).

_____ NO, I do not give permission for my child to be assigned a Brocton Central 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: _____