



## Student Google Apps Permission Form Sts. Bruno & Richard School (Grades 3 - 8)

Sts. Bruno & Richard 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 Sts. Bruno & Richard School's online presence in Google Apps for Education:

- **Mail:** an individual email account for school use managed by Sts. Bruno & Richard 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 from any Internet-connected computer at any time.

Technology use at Sts. Bruno & Richard 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 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 educational purposes.*

### **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.*

### **Guidelines for the responsible use of Google Apps for Education by students**

**Official Email Address:** Students will be assigned a unique student email account. This account will be considered the student's official school email address until such time as the student is no longer enrolled in Sts. Bruno & Richard School.

**Conduct:** Students are responsible for good behavior just as they are in our school building. Student accounts may not be used in the following ways: Unlawful activities; Using obscene, profane, threatening or disrespectful language; Commercial purposes; Personal financial gain; False identity in email communications; Misrepresentation of Sts. Bruno & Richard School; Interference with the Sts. Bruno & Richard School's technology operations. Bullying will not be tolerated and the privacy of others should be respected at all times. A content-type filtering scheme will be used whereby the use of profanity or bullying activity will be forwarded to the principal for further investigation.

**Access Restriction:** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Sts. Bruno & Richard School. The school 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 policies have occurred. In such cases, the alleged violation will be referred to the Principal or designee for further investigation and application of necessary consequences; Including but not limited to local law enforcement and other people of the law, such as the FBI depending on the situation such as harassment or any type of criminal intent.

**Security:** Sts. Bruno & Richard 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, Sts. Bruno & Richard School cannot assure that users will not be exposed to non-educational or unsolicited material. It is important to note however, that the students will ONLY have access to email sent/received through others within the @sbrchicago.org domain. This means that the students will NOT be able to send/receive email from anyone who does not have an @sbrchicago.org email address. Such an example would be: receiving email from another person who has a Gmail, Yahoo, AOL, Hotmail or other email address, which is not from Sts. Bruno & Richard School.

**Privacy:** Sts. Bruno & Richard School reserves the right to access and review content in the Google Apps for Education system at any time. The general right of privacy will be extended to the extent possible in the electronic environment. Users should treat electronically stored information in individuals' files as confidential and private and are strictly prohibited from accessing files and information other than their own without permission. The school reserves the right to access the Google accounts, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred.

Once Google Apps for Education accounts are assigned the students will have access to a wealth of collaborative tools. Therefore, we are asking your permission to provide a Google Apps account to your child. Please fill out and return this permission slip to Sts. Bruno & Richard School.

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I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and Sts. Bruno & Richard School by virtue of this online environment. My signature below confirms my consent to allow my student's work 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 Sts. Bruno & Richard School Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar and Sites.

\_\_\_\_ NO, I do not give permission for my child to be assigned a Sts. Bruno & Richard 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: \_\_\_\_\_

**To be filled out by student:**

I have read and agree to Guidelines for the responsible use of Google Apps for Education by students:

Student signature: \_\_\_\_\_