

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

This school is participating in a program being implemented by Litchfield Public Schools which will provide students access to Google Apps for Education. Apps for Education includes web based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for students and teachers. This service is available through an agreement between Google and Litchfield Public Schools. Apps for Education runs on an Internet domain purchased and owned by the District and supported by ESU #10 and is intended for educational use only. This permission form describes the responsibilities of the school, students and parents in using the program for Apps for Education on the school domain.

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

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

### **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.

### **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 the school not disclose this information. You must notify the district in writing if you do not want the school to disclose your student's directory information. During the program, the Google Apps for Education will be a "school administrator" as that term is defined by FERPA.

The program will not publish confidential education records (grades, student social security number, etc.) for public viewing on the Internet. Parents have the right at any time during their student's participation in the program to investigate the contents of their student's email account and Apps for Education files.

The program will allow Apps for Education to be available at school and at home via the web. Even though email from known inappropriate sites is blocked, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

**Students - 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 other school rules and policies which may apply. Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

- **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 or Personal financial gain
  - Inappropriate sexual or other offensive content
  - Threatening or bullying another person
- **Data Security** - Student files and email are safe with Apps but it is the responsibility of the student to make backups of important documents.

**Return to school**

I agree with this document and with my school's acceptable use policy at all times.

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

I give permission for my child to participate in this program using Google use Apps for Education. By doing so I agree that my student will comply with this document and with the school district's acceptable use policy at all times.

\_\_\_\_\_  
Parent/guardian Signature

Date: \_\_\_\_\_