

Duncanville ISD Google Apps for Education Permission Form for Students Under 13



Dear Parents/Guardians,

We are pleased to announce that Duncanville ISD will be using Google Apps for Education for teachers and students. 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.

What is Google Apps for Education?

Google Apps for Education (GAFE) is a free web-based suite for applications for use in schools. Students and teachers can create, share and store documents online to collaborate on projects and turn in assignments electronically. Students will have access to the Google Docs applications and an email account.

- Google Drive-unlimited cloud-based storage for files
- Google Docs-a word process, spreadsheet, and presentation toolset similar to Microsoft Office
- Google Calendar-online calendar to organize schedules, daily activities, assignments
- Google E-Mail-managed by Duncanville ISD Technology, students emails will not be made public, nor will Google be provided with any personal information

Examples of student use include showcasing class projects, building an electronic portfolio for school learning experiences, and working in small collaborative groups on presentations to share with others.

What are the Benefits of Google Apps for Education?

- Anytime, anywhere access-Google Apps works in any web browser, and on any computer. This means users can access their documents, calendars, and e-mail from school, home, or anywhere there is Internet access.
- Students have the ability to use and experience current technology applications and tools.
- GAFE allows easy collaboration among students and teachers.
- Teachers have the ability to be involved via technology throughout the whole assignment process by providing comments and feedback directly in student documents.

Guidelines for Responsible Use of Google Apps for Education for Students:

- **Official Email Address:** All students **will** (grades 2-12) will be assigned a firstname.lastname@dvideschools.org account in order for use of Duncanville ISD GAFE. This account will be considered the student's official DISD email address until such time as the student is no longer enrolled in the Duncanville ISD School District. Email account descriptions for 2-12 are below*.
- **Prohibited Conduct:** Please refer to the DISD Student Acceptable Use Policy, Code of Conduct and [Policy CQ].
- **Access Restriction:** Access to and use of student GAFE is considered a privilege accorded at the discretion of Duncanville ISD. The District maintains the right to immediately withdraw access and use of these services including email when there is reason to believe violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a Site Administrator for further investigation and adjudication.
- **Security:** Duncanville ISD cannot guarantee the security of electronic files located on Google systems. Although Google does have powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
- **Privacy:** The general right of privacy will be extended to maximum extent possible in the electronic environment. Duncanville ISD and all electronic users should treat electronically stored information in an individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the firstname.lastname@dvideschools.org when there is reasonable suspicion that unacceptable use has occurred.

E-Mail Account Information*:

- Students in grades 2-12 will have access to both Google App accounts and Internet **(INSIDE AND OUTSIDE THE DISTRICT)** email accounts.
- Under FERPA, a student's information is protected from disclosure to third parties.

Google's Commitment to the Educational Domains:

- GAFE is AD-FREE-Duncanville ISD content is not processed by Google's advertising systems.
- Protection of the intellectual property on the servers is critically important to Google.
- Google Apps brings you the latest technologies and some of the best practices for user privacy.
 - Apps content belongs to the individual users at your school, not Google.
 - Google employees do not look at student content and must have explicit permission even for troubleshooting.
 - Google employees do not share student content, not do they share personal information with gaining your consent.

- Google employees sometimes scan content for spam filtering, anti-virus protection, or malware detection.

Duncanville ISD Google Apps for Education for Student Under 13 Permission Form Signature Page

FOR PARENTS:

Please check and sign below:

- I confirm that I have read and understand Google Apps for Education and the Guidelines for Responsible Use for Google Apps for Education.
 - I understand that by participating in Google Apps for Education, the only information about my child that will be collected and stored electronically is their user name and password.
 - I understand that I may ask for my child's account to be removed at any time.
 - I understand that my child will have an email account. Grades 2-6 will receive emails INSIDE the District only. Grades 7-12 will be able to send and receive emails INSIDE and OUTSIDE the District. The ability to email OUTSIDE of the district is restricted by technology to approved addresses in accordance with district policy and Student Acceptable Use Policy. ALL email is monitored in accordance with district policy and state laws.
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- YES, I give my permission for my child under the age of 13 years to be assigned a full Duncanville ISD Google Apps for Education account. This means my child will receive an email account and access to Google Drive, Calendar, and Google Docs.**