KEYSTONE CENTRAL SCHOOL DISTRICT
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GOOGLE G-SUITE FOR EDUCATION SERVICES

The Keystone Central School District is using G-Suite for Education for teachers and students. The below information (i) describes the G-Suite services, (ii) provides links for where you can find additional information, and (iii) shares required responsibilities for students using the services. A consent form is also attached. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

I.   What is Google Suite for Education Services?

Google Suite for Education is a free web-based suite of applications for schools to use. 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 Suite "Core Services"** that include: Assignments, *Calendar, Classroom, Contacts, Drive, Docs, Forms, Gmail, Groups, Sheets, Sites, Slides, Talk/Hangouts/Meet, Chrome Sync, and Vault.* Gmail is managed by the School District's Technology Department. Student e-mails will not be made public, nor will Google be provided any personal information.

G-Suite for Education also offers **"Additional Services"** such as *YouTube, Maps, and Blogger* that some students may have access to use. These services are designed for consumer users and can be optionally used with G-Suite for Education accounts if allowed for educational purposes by the School District's administrator and appropriate consent is obtained.

Benefits of G-Suite for Education

Anytime, anywhere access – G-Suite for Education works in any web browser, on any computer, which means users can access their documents, calendars, and e-mail from school, at home, or anywhere there is Internet access.
- Students have the ability to use and experience current technology applications and tools.
- G-Suite for Education allows for 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.

II.   Additional Information

School District Policies That Must Not Be Violated:

- Acceptable Use of the Communications and Information Systems (Policy 815)
https://go.boarddocs.com/pa/keyc/Board.nsf/files/BDY49R0A8108/$file/Policy815%20Acceptable%20Use%20Of%20The%20Computers%20-%20Network%20-%20Internet%20-%20Electronic%20Communications%20And%20Information.pdf

- Social Media Policy, and Administrative Regulation – Students (Policy 815.1)
https://go.boarddocs.com/pa/keyc/Board.nsf/files/BDY4AA0A94B0/$file/Policy815-1%20Social%20Media%20Policy.pdf

- Electronic Communication Devices (Policy #237)

https://go.boarddocs.com/pa/keyc/Board.nsf/Public#

Google Documents

- G-Suite for Education Core and Additional Services
  https://support.google.com/a/answer/6356441?hl=en

- G-Suite for Education Privacy Notice
  https://gsuite.google.com/terms/education_privacy.html

- G-Suite for Education (Online) Agreement   *https://gsuite.google.com/terms/education_terms.html*

- G-Suite Services Summary
  https://gsuite.google.com/terms/user_features.html

- Google for Education Privacy and Security Center
  https://edu.google.com/why-google/privacy-security/?modal_active=none

III.   Guidelines for Responsible Use of G-Suite for Education by Students:

- **Official E-mail Address**: All students will use an e *username@KCSD.k12.pa.us* account in order to use School District G-Suite for Education. Email account descriptions for K-12 are **below***.

- **Prohibited Conduct:** Please refer to the School District's Acceptable Use Policy and other policies listed in Section II above, as well as the Student Handbook.

- **Access Restriction:** Access to and use of G-Suite for Education is considered a privilege accorded at the discretion of the School District. The School District maintains the right to immediately withdraw the access and use of these services, including email when there is reason to believe that violations of the law or School District policies have occurred. In such cases, the alleged violation will be referred to a Site Administrator for further investigation and adjudication.

- **Security**: The School District cannot guarantee the security of electronic files located on Google's systems. Although Google states that it does have a powerful content filter in place for email, the School District cannot assure that users will not be exposed to unsolicited information.

- **Privacy**: The School District and all electronic users should treat electronically stored information in individual's accounts/files as confidential and private. However, users of student email and the Internet are strictly prohibited from accessing files and information other than their own. The School District reserves the right to access the *username@KCSD.k12.pa.us* Google systems when there is reasonable suspicion that unacceptable use has occurred.

E-Mail Account Information*:

- All students in grades K-4 will be able to send and receive emails *INSIDE* the School District only.

- All students in grades 5-12 will have access to both (1) a G-Suite for Education account and (2) an Internet email account that can send and receive email from *INSIDE AND OUTSIDE* the School District.

- Under the Family Educational Rights and Privacy Act (FERPA), some student information is required to be restricted from disclosure to third-parties, unless a legal exception exists or consent is given from the parent, or from a student who has reached the age of 18.

- Students must use this email address as an account in order to use the iPad and download School District purchased apps. Students must use email accounts for curriculum and instructional purposes only.

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GOOGLE G-SUITE FOR EDUCATION CONSENT FORM

For Parents: Please read and check the box.

❏ I confirm that I have read and understand information about Google G-Suite for Education and the Guidelines for Responsible Use of Google G-Suite for Education by Students found in Section III above.

❏ I received links to find additional information about G-Suites for Education, and I understand that I can access these links to acquire information about G-Suite's privacy, security, what information is collected, and what Google does with this information.

❏ I understand that I may ask for my child's Google G-Suites for Education account to be removed at any time.

❏ I understand that my child will have an email account. Students in Grades K-4 will be able to send and receive emails *INSIDE* the School District only. Students in Grades 5-12 will be able to send and receive emails *INSIDEand OUTSIDE* the School District

___ **YES,** I give my permission for my child to be assigned a School District Google G-Suite for Education account. This includes my child receiving an email account and access to Google G-Suite Core Services, and if permitted by the administration, "Additional Services."

___ **NO,** I do not give my permission for my child to be assigned a School District Google G-Suite for Education account. This means my child will NOT receive Google G-Suite "Core Services" and "Additional Services," including an email account.