

Instruction

Exhibit - Google Apps for Education Permission Form

The Moline-Coal Valley School District provides all students, teachers and staff with Google Workspace for Education accounts, a free web-based program for word processing, spreadsheet, presentation, and web authoring tools. Google Workspace for Education also includes a password-protected email account for school use only.

Google Workspace for Education runs on an Internet domain purchased and owned by the Moline-Coal Valley School District and is intended for educational use only. This permission form describes the responsibilities of the school, students, and parents in using Google Apps for Education on the District's domain in accordance with District policies and procedures outlined in the Acceptable Use Policy.

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 Moline-Coal Valley School District's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the Moline-Coal Valley School District

- Grades K-2 do not have any access to email; accounts are only used to sign in to Workspace apps
- Grades 3-4 can only send/receive email to/from specific teachers and Administrators within the District
- Grades 5-10 cannot send/receive any email from outside the Moline-Coal Valley School District domain (only addresses containing @molineschools.org are allowed)
- Grades 11-12 are not restricted

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

- Available for all grade levels

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

- Available for all grade levels

Sites - an individual and collaborative website creation tool

- Available for all grade levels

Using these tools, students collaboratively create, edit and share files and websites for school-related projects and communicate via email and/or drive with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer or mobile device. 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. For more information about Moline-Coal Valley School District's Google Workspace for Education program, please visit https://edu.google.com/intl/ALL_us/workspace-for-education/editions/overview/.

Moline-Coal Valley Community Unit School District Procedure (Not in PRESS)

*Ed Tech has modified the procedure to align with the Moline-Coal Valley School District policies

Technology use in the Moline-Coal Valley School District 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 for Moline-Coal Valley School District's presence 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.

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

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 (See Board Policy JOA), 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>

Guidelines for the responsible use of Google Workspace for Education by students:

1. **Official Email Address.** All students will be assigned a username@molineschools.org email account. This account will be considered the student's official Moline-Coal Valley School District email address until such time as the student is no longer enrolled with the Moline-Coal Valley School District.
2. **Prohibited Conduct.** Please refer to the Board Policy 6:235, 7:180, District Procedure 6:235AP1, and 6:235AP2.
3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Moline-Coal Valley School District. The 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 law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
4. **Security.** Moline-Coal Valley School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right to privacy will be extended to the extent possible in the electronic environment.

Moline-Coal Valley School District and all electronic users should treat electronically stored information in individuals' 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 any student's Google account, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred.

Google Workspace for Education Permission Form:

By accepting this AUP in its entirety, I confirm that I have read and understand the following:

Under FERPA and corresponding Illinois law, a student's education records are protected from disclosure to third parties.

I understand that my student's education records stored in Google Workspace for Education may be accessible to someone other than my student and the Moline-Coal Valley School District by virtue of this online environment. My acceptance in this registration step confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Workspace for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the use of Google Workspace for Education (https://edu.google.com/intl/ALL_us/why-google/privacy-security/). I understand that I may ask for my child's account to be removed at any time.

CABINET REVIEWED: December 2017, September 2020, September 2022

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