The Glenview School District utilizes Google Apps for Education for students, teachers, and staff. As with any educational endeavor, a strong partnership with families is essential to a successful experience. With this letter, we are sharing information regarding the use of Google Apps for Education in Glenview School District 34 and are requesting your parental permission for your K-8 student to use Google Apps.

Google Apps for Education includes free web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Glenview School District 34.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school and on their District iPads. As with the District iPad, 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. Student safety is our highest priority.

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 additional school rules and policies that may apply.

- Privacy - school staff, administrators, and parents (student password available through PowerSchool parent portal) 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 or activities that violate District policy, including Prohibited Student Conduct as set forth in Board Policy 7:190.
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person
  - Misrepresentation of Glenview District 34, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

- Safety

  - Students may not post personal contact information about themselves or other people. That includes last names, addresses, and phone numbers.
  - Students agree not to meet with someone they have met online without their parent's approval and participation.
  - Students will tell their teacher or another school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

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- Access Restriction - Due Process

  - Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is a reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination.

Consumer Safety (Advice for Students and Parents)

- Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself. If you are unsure whether a link that has been sent to your student is legitimate, please contact datasupport@glenview34.org at District 34.

- Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

Digital Citizenship (Advice for All)

- Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.

- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

- School websites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

I have discussed the terms of this *Google Authorization* and the applicable District policies/procedures associated with my child having access to a Glenview 34 Google Account.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature   Date