

## USD 423 Google Apps Permission Form

At Moundridge Schools USD 423, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Moundridge USD 423, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent.

I give permission for Moundridge USD 423 to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Cody Rierson , Superintendent of Moundridge Schools USD 423

---

Full name of student

---

Printed name of parent/guardian

---

Signature of parent/guardian

---

Date

Dear Parents/Guardians,

Moundridge Schools USD 423 utilizes “Google Workspace for Education Plus” for students, teachers and staff as the core educational and system platform. **In addition, USD 423 will supplement this platform with additional applications as reviewed and approved by district personnel.** 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.

The following services are core to Google Workspace for Education Plus. Availability to certain applications is dependent on the student's age and level of responsibility. These applications are covered by Google Workspace for Education Fundamentals policy, such as limiting data collection.

USD 423's online presence in Google Workspace for Education Plus and subject to change by Google.

- Classroom & Assignments
- Docs, Slides, Sheets, Drive, Forms, Jamboard, Sites
- Gmail, Meet, Chat
- Keep, Calendar, Tasks

**In the course of your student's education, we may use other educational applications and tools. USD 423 will review the applications to confirm the applications and tools comply with the policies of the school district.**

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. Applications available at school are also available to the student through their school issues device where internet access is available. 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. 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.

## **Technology use in Moundridge USD 423 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 USD 423's presence in Google Workspace for Education Plus ([https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)). USD 423 will strive to choose applications which do not collect data 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. - COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

**Child Internet Protection Act (CIPA)** The district is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student mail containing harmful content from inappropriate sites will be blocked. - CIPA – <http://fcc.gov/cgb/consumerfacts/cipa.html>

**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 but parents may request the school not disclose this information. - FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

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

1. **Official Email Address.** All students will be assigned a username@student.usd423.org email account . This account will be considered the student's official email address until such time as the student is no longer enrolled with USD 423.
2. **Conduct.** Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening or disrespectful language. Communication with others should always be school related. Students should never say anything via email that they wouldn't mind seeing on a school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.
3. **Access Restriction.** Access to, and use of, student email is considered a privilege accorded at the discretion of USD 423. 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 the 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.** USD 423 cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place email, the District cannot assure that users will not be exposed to unsolicited information
5. **Privacy.** USD 423 and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the user's Google account, including current and archival files of user data, at will or when deemed appropriate by administrators.