Sauk Centre Google Apps for Education Permission Form for Students under Age 13

Dear Parents/Guardians,

The Sauk Centre School District utilizes Google Apps for Education for students, teachers, and staff. 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 available to each student and hosted by Google as part of Sauk Centre School District's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the Sauk Centre School District
Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
Sites – an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files for school-related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. 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 the Sauk Centre 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 Sauk Centre 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 education 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 right 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 Apps for Education by students:

1. **Official Email Address.** All students will be assigned a *username@isd743.org* email account. This account will be considered the student's official Sauk Centre email address until such time as the student is no longer enrolled with the Sauk Centre School District.
2. **Prohibited Conduct.** Please refer to the District's Internet Usage policy.

3. **Access Restriction.** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of the Sauk Centre 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.** Sauk Centre 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 of privacy will be extended to the extent possible in the electronic environment. Sauk Centre 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 the *username@isd743.org* Google systems, including current and archival files of user accounts, when there is reasonable suspicion that unacceptable use has occurred.

Sauk Centre School District

Google Apps for Education Permission Form.

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Sauk Centre School District by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.
I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (http://www.google.com/a/help/intl/en/edu/privacy.html). I understand that I may ask for my child's account to be removed at any time.

_____ **YES**, I give permission for my child to be assigned a full Sauk Centre School District Google Apps for Education account.

_____ **NO**, I do not give permission for my child to be assigned a full Sauk Centre School District Google Apps for Education account.

Student Name: (Print)
_____

Grade: _____

Parent/Guardian Signature: _____

Date: _____