

# GOOGLE APPS POLICY

**COPPA and Parent Permission:** The Oregon state contract with Google states all students using Google Apps for Education must have a signed parent consent on file with the school district. COPPA is the federal law that limits the age at which advertisers can collect information from minors and the reason parent consent is required.

Google Apps is a special account-based service that has several useful features for students and staff members. The free tools provided by Google are available to students at school and at home online and some tools may be used offline. It does not matter whether a student is working on a Macintosh or a Windows based computer. These tools help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. When using Google Apps and Tools, students work in a safe environment because people in the outside world cannot participate in the assignment. In order to participate in an assignment, a person must be added to the site or file as a “shared collaborator”. With collaboration comes increased responsibility in the hands of those who are sharing a document, spreadsheet, presentation or site. Therefore, all users of the South Lane Google Apps system must be aware of and agree to the following guidelines regarding use of the system.

1. All rules, regulations, and guidelines already covered by the District Acceptable Use policy document, as well as, all local, state and federal laws still apply to use of this system. Nothing illegal, immoral or otherwise deemed inappropriate by all other school policies and outside laws may be entered into or displayed via the Google Apps system.
2. Google Apps is for school projects. Students or staff members using Google Apps for their own purposes are cautioned that the District offers no guarantees to the safety or permanence of ANY data in its Google Apps system. Google Apps files or sites should not be created unless assigned by a teacher or after specific permission by a school employee.
3. When sharing a document, spreadsheet, presentation or other file with other users, one agrees that:
  - a. All users are agreeable to receiving an invitation to collaborate;
  - b. All users must report any violations of any school policies or government laws immediately;
  - c. All users must be treated with respect; and
  - d. All users are expected to contribute fairly, citing sources whenever necessary, and follow all rules, laws and guidelines.
4. In case of a shared space (i.e., Google Sites), all of the above guidelines also apply. In the case of Google Sites that need to be marked as “public” in order to be visible throughout our school community, users must not give out the addresses of such sites to people outside our school community.
5. Deliberate destruction or vandalism of other users’ data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it.
6. Google Apps will not be used to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory or offensive material.
7. District employees have the right to monitor all postings and activities in Google Apps.



**Computer Technology Signatures Document** Technology Use Policy and Documentation:  
<http://www.slane.k12.or.us/files/IIBGA-AR-revised.pdf>

Student Name: \_\_\_\_\_

Grad Year \_\_\_\_\_ Student ID \_\_\_\_\_

SLSD publishes all the important technology documents requiring signatures on the school district website. Please call your child's school to request a paper version of the policies. Please read the documents relevant to your student (see below) and turn in a signed copy of this document only to your child's school.

**Internet Acceptance Agreement**

The signatures below indicate that both the student and parent have read SLSD Internet Acceptance Agreement and agree to abide by it both at home and at school.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Acceptable System Use Policy**

The signatures below indicate that both the student and parent have read the Acceptable Use Policy and agree to abide by it, accepting consequences for any violation thereof.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Application for Internet and E-mail Access**

The signatures below indicate that both the student and the parent have read the Technology Student Application for Internet and E-mail Access Agreement, understand it, and agree to abide by the guidelines or risk losing account access (temporarily or permanently) and/or risk disciplinary action for any violation thereof.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Google Apps Policy**

The signatures below indicate that both the student and the parent have read the Google Apps Policy, understand it, and agree to abide by its guidelines or risk losing access to the Google Apps account (temporarily or permanently), which could adversely affect a student's grades. Disciplinary action could also result from violating this policy.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** Each individual student must turn in a separate copy of this signed form, even if there are multiple children within the same family.