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, and additional services in Glenview School District 34 and are requesting your parental permission for your K-8 student to use Google Apps and additional services.

Google Apps for Education and additional services include free web-based programs such as email, document creation tools, translation resources, maps, videos, shared calendars, and collaboration tools. The core of these services are 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 students' teachers will use Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, in 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 (the student password is available through the PowerSchool parent portal) all have access to the student's email for monitoring purposes. Students have no expectation of privacy on the App system.

- Limited personal use - Students may use Apps tools and services 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 website to sell things)
    - Inappropriate sexual or other offensive content
    - Threatening another person
    - Disseminating information on how to get around the filter - students may not create Google sites or docs that compile information on how to get around our internet filter
    - 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, including last names, addresses, and phone numbers, about themselves or others.
    - 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 using their individual accounts and should take all reasonable precautions to prevent others from using them. Under no circumstances should a user provide his or her password to another person.
- Access Restriction - Due Process
    - Access to Google Apps for Education is a privilege accorded at the district's discretion. The District reserves the right to immediately withdraw access and use of the 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. Criminals 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.
    - 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 receive a mean email, just like it hurts when someone is mean in the school hallway. When using email or posting on a forum or web page, be kind. Remember that everyone will see what you write, so think before you type. Also, be careful 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, emails, and groups are for educational purposes and are not considered public forums for debating ideas. Thus, a school has the right to limit student speech that disturbs the learning process in these areas.
    - As a student, utilizing AI responsibly means using it as a tool to enhance learning, foster creativity, and support academic growth while maintaining academic integrity. It is important to use AI for guidance and inspiration rather than copying, ensuring your work reflects your understanding and effort.

I have discussed and understand 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

_____