

# Palermo Union School District

## Google Apps for Education Program Permission Form



### Permission Form for Student Email, Online Documents, Calendar, and Sites

Dear Parents/Guardians,

Palermo Union School District uses the Google Apps for Education program for students. 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 will be available to each student and hosted by Google as part of Palermo Union School District's online presence in Google Apps for Education:

**Mail** - an individual email account for school use managed by Palermo Union School District. Students will only be able to send and receive emails from teachers and students within our school district. Emails generated for or sent from users outside of our school district will be automatically rejected.

**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 and websites 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.

For more information about Google Apps for Education implementation, please visit <http://www.google.com/enterprise/apps/education/products.html>

### **Technology use at Palermo Union 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 Palermo Union School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes.

Granting permission 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.business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions#General%20Questions>

#### ***Family Educational Rights and Privacy Act (FERPA)***

FERPA protects the privacy of student education records and gives parents the rights to review student records.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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

1. **Official Email Address.** All students will be assigned an email account. This account will be considered the student's official email address until such time as the student is no longer enrolled at Palermo Union School District.
2. **Prohibited Conduct.** Please refer to Board Policy 6163.4 available at the district office and district website [www.palermoschools.org](http://www.palermoschools.org).
3. **Access Restriction.** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of the Palermo Union School District. The schools maintain the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law, district and/or school policies have occurred.  
  
In such cases, the alleged violation will be referred to an administrator for further investigation and adjudication.
4. **Security.** Palermo Union 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, Palermo Union School 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. Palermo Union School District and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own.

**Palermo Union School District reserves the right to access the Google Apps systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.**

**For video tutorials:**

<http://learn.googleapps.com/gmailvids>

## **Google Apps for Education Program Permission Form**

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

Under FERPA and corresponding California law, a student's education records are protected from disclosure to third parties.

I understand that my student's files stored in Google Apps for Education may be accessible to someone other than my student and the Palermo Union School District by virtue of this online environment.

My check below confirms my consent to allow my student's files and emails to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child's assignments will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/policies/privacy/>).

I understand that I may ask for my child's account to be removed at any time.

Students will retain the same account their whole time at Palermo Union School District.