

Smackover Public Schools



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January 31, 2014

Dear Parents,

As a regional leader in using technology to expand learning opportunities for students, the Smackover School District is proud to partner with Google Apps for Education (<http://www.google.com/enterprise/apps/education/benefits.html>). Google Apps for Education is used by thousands of school and universities worldwide to make collaboration tools available for students, which include email. Google Apps collaboration tools will make it possible for students to work together virtually on documents, presentations, and projects via the web. Google Apps provides an online storage space for files, eliminating most needs for flash drives between home and school, and allows students to electronically submit assignments.

Student Google Apps Accounts

To ensure equal access for all students and comply with online safety laws protecting children 13 and under, the District will provide accounts to students in grades 2-12. District and school staff members have carefully considered students' online safety in setting up the procedures and rules for student accounts.

Acceptable Use

Before students receive accounts, the computer lab manager (under the direction of the building principal and the technology administrator) will teach students how to access their account, who can see email messages, and how accounts may be used in compliance with our Acceptable Use Policy. Parents are also encouraged to talk with their child about online manners and safety. Throughout the year, your child may have assignments that are completed using tools like Google Docs and Google Sites and will receive instruction from teachers about the Google tool at that time.

Students should consider their school email as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school.

As you talk to your child about the acceptable use of email, you might use an analogy of adults' work and personal emails. Most employers ask that work email only be used for work, and employers have access to

view and limit use of email to make sure it is used appropriately. The same will be true of school email accounts. All school emails are archived and retrievable.

Accessing a Student's Google Apps Account

All student Google Apps accounts will begin with the student's first name, dot, last name@smackover.net (i.e., john.doe@smackover.net). At any time, parents/guardians may access their child's account by going to www.google.com and typing in their child's user name and password.

The Google Apps accounts will remain the property of the Smackover School District and will be under constant supervision. Students should have no expectation of privacy regarding the information in their accounts. Only authorized staff will have access to student accounts.

Access to and use of student Google Apps for Education accounts is considered a privilege accorded at the discretion of the Smackover School District. The District maintains the right to immediately withdraw student access and use of any online services including email when there is reason to believe that violations of law or District policies have occurred.

Technology use in the Smackover 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 Smackover 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. (<http://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. (<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>).
- **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. (<http://www.ed.gov/policy/gen/guid/fpco/ferpa>).

Please sign and return the attached permission slip by Friday, February 7, 2014. If you have any questions about Google Apps for Education, please contact me at (870) 725-3132 or jana.reynolds@smackover.net.

Respectfully,

Jana Reynolds



Permission Form

Student Name: (Print) _____

Current Grade: _____ Classroom/Homeroom Teacher: _____

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

- Under FERPA and corresponding Arkansas law, a student's education records are protected from disclosure to third parties. I understand that my student's education files/records stored in Google Apps for Education may be accessible to someone other than my student and the Smackover School District by virtue of this online environment. My signature below confirms my consent to allow my student's education files/records 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 (<https://www.google.com/policies/privacy/>). 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 Smackover School District Google Apps for Education account. **This means my child will receive an email account and have access to Google Docs, Calendar, and Sites.**

NO, I do not give permission for my child to be assigned a full Smackover School District Google Apps for Education account. **This means my child will NOT receive an email account or access to Google Docs, Calendar, and Sites.**

Student Signature

Parent/Guardian Signature

Date

